CIVIL TRAVELLING ALLOWANCE CODE

00110190

ADM
Dep ICv
352.63954
110190

B.D.R.A.S.

00110190

Digitized with financial assistance from

HT Parekh FOUNDATION

An Initiative by HDFC

WITH YOU, RIGHT THROUGH

on 27 November, 2018

GOVERNMENT OF INDIA.

DEPARTMENT OF FINANCE AND COMMERCE.

THE

CIVIL TRAVELLING ALLOWANCE CODE.

110190

CALCUTTA:

OFFICE OF THE SUPERINTENDENT OF GOVERNMENT PRINTING, INDIA,

1883.

CALCUTTA:

PRINTED BY THE SUPERINTENDENT OF GOVERNMENT PRINTING, INDIA,

166, DHURRUMTOLLAH STREET.

CIVIL TRAVELLING ALLOWANCE CODE.

CIVIL TRAVELLING ALLOWANCE CODE.

CHAPTER I.

EXTENT AND COMMENCEMENT OF APPLICATION.

1. The general Rules in this Code apply to all Officers in Civil employ except Officers of the Marine Department holding appointments afloat or in dockyards. The Rules applying to Officers of the Marine Department holding appointments, as specified, are contained in Appendix A to this Code.

RULE.—The Rules in this Code do not apply to Officers paid from a local fund or from any other sources under the control of any Government Officer; but the Travelling Allowance paid to such Officers shall not, without the express sanction of the Government of India, exceed what would be admissible to similar Officers under this Code.

2. This Code will come into force from the 1st April 1883. No standing order not contained in it should, from that date, be quoted or trusted in deciding or submitting for orders any question affecting the Travelling Allowance of Officers in Civil employ. If any Officer thinks that any order not embodied in the Code ought to be revived, he should refer the question through the proper channel to the Government of India. Without the special authority of the Government of India, no such order is valid; but the Local Government may, by a provisional order, maintain in force, pending a reference to the Government of India, any local or special order, which appears to have been unintentionally omitted from the Code.

CHAPTER II.

DEFINITIONS.

3. In this Code, unless there be something repugnant in the subject or context,—

(*a*) Words defined in the Civil Pension, Leave and Pay, and Acting Allowance Codes, have the meaning which is therein assigned to them.

(*b*) The Government of India in each Department exercises, in respect to Officers serving under it and not under any Local Government, the powers of a Local Government, except under section 7, Rules 1 and 2, and section 65. In section 7, Rules 1 and 2, and in section 65, "Local Government" does not include the Head of a Department. In Schedule F, "Local Government" includes only the Governments of Madras, Bombay, Bengal, North-Western Provinces, and Punjab.

(*c*) "Railway" includes "steam-tramway."

(*d*) "Public Conveyance" means a train, steamer, or other conveyance which plies regularly for the conveyance of passengers.

[NOTE.—The term includes such conveyances as the "express" tongas and dâk carriages plying between Simla and Ambaâla, and palanquins plying in connection with the Pathankot-Dalhousie dooly dâk.]

(*e*) "Actual Travelling Expenses" mean the actual cost of locomotion for an Officer himself, his servants and personal luggage, including charges for ferry and other tolls and for carriage of camp equipment (when necessary); but not including charges for hotels, dâk bungalows, or refreshments, or for the carriage of stores or conveyances, or for presents to coachmen, &c.

(*f*) "Senior Port Officers" are—

(i) The Port Officers of Calcutta, Madras, Bombay, Rangoon, Kurrachee, Aden, Akyab and Maulmain.

(ii) The Deputy Port Officers at Calcutta and Madras.

Definitions.

(iii) The 1st Assistant Port Officers at Calcutta, Madras, and Bombay.

(iv) The 2nd Assistant Port Officer at Madras.

(v) The Conservator, River Indus.

All other Port Officers are included in the term "Junior Port Officers.",

(*g*) "Ministerial Officer" includes a "Menial Servant."

(*h*) Travelling "by road" includes travelling by river, otherwise than in a river steamer, and by canal.

(*i*) "Bombay Presidency" includes "Sind."

(*j*) "Chaplain" includes any minister, whether in Government service or not, performing, under proper authority, the duties of a Chaplain.

(*k*) "Day" means 24 consecutive hours.

(*l*) "Camp equipment" includes tents and the requisites for pitching and furnishing them.

(*m*) "Camp equipage" means the apparatus for moving a camp.

4. Officers are, for the purposes of this Code, divided into four classes—

(*a*) The first class includes Covenanted Civil Servants (including Native Civil Servants and Probationers for the Native Civil Service), Military Commissioned Officers, Warrant Officers* of the 1st class, Chaplains, the Officers mentioned in Schedule A (whatever be their pay), and any other Officer who holds an appointment the pay or maximum pay of which exceeds Rs. 500.

* The grades of Warrant Officers are—

1st Class { Deputy Commissary. Assistant Commissary. Deputy Assistant Commissary.

2nd Class { Conductor. Sub-Conductor (Military Pay Code, Vol. I, Article 1342).

Of the Subordinate Medical Department, Senior Apothecaries rank as 1st class. Warrant Officers (Military Pay Code, Vol. I, Article 1349).

(*b*) The second class includes Warrant Officers* of the second class, Non-Commissioned Military Officers, Assistant Surgeons, Probationary and Assistant Superintendents of the Post Office, Sub-Deputy Collectors in Bengal and Assam, and any other Officer not included in Class I who holds an appointment the pay or maximum pay of which exceeds Rs. 100.

(*c*) The third class includes all Officers in superior service not included in the first or second class.

(*d*) The fourth class includes all officers in inferior service.

Exception.—Babu Bissessur Nath Banerji, Junior Superintendent of Survey, Midnapore, has been specially admitted to the first class while he holds that appointment.

RULE 1.—The Local Government may declare to what class an Officer whose whole time is not retained for the Public Service, or who is paid partly or wholly by fees, belongs, and to what daily allowance such an Officer is entitled; provided that no Officer of the second class may receive a higher daily allowance than Rs. 3, and no Officer of the first class may, without the sanction of the Government of India, receive a higher daily allowance than Rs. 5.

2. An Officer on Special Duty belongs, in the absence of a special order of the Local Government to the contrary, to the class to which he belonged immediately before he was placed on such duty.

3. An Officer during transfer from an appointment in one class to an appointment in another class belongs to the class to which he would belong if holding the lower of the two appointments.

CHAPTER III.

GENERAL RULES.

5. The Government of India reserves to itself the

* The grades of Warrant Officers are—

1st Class { Deputy Commissary. Assistant Commissary. Deputy Assistant Commissary.

2nd Class { Conductor. Sub-conductor (Military Pay Code, Vol. I, Article 1342).

Of the Subordinate Medical Department, Senior Apothecaries rank as 1st class Warrant Officers (Military Pay Code, Vol. I, Article 1349).

right of modifying the Rules in this Code as may, from time to time, seem to it expedient, and of interpreting them in case of dispute.

6. Travelling allowance is given to an Officer to cover the actual travelling expenses incurred by him for travelling in the interests of the public service. It is a fundamental principle that the allowance is not to be a source of profit.

RULE 1.—Save as provided in sections 15, (rule) 46, 47, 51, 52 & 59, no allowances are granted, to meet the expenses of the wives and families of Officers accompanying them when travelling on duty.

7. For the purpose of calculating Travelling Allowance, a journey between two stations shall be held to be performed by the shortest of two or more practicable routes, or by the cheapest of such routes as may be equally short. The shortest route is that by which the traveller can most speedily reach his destination by the ordinary modes of travelling.

RULE 1.—In case of doubt the Local Government may declare which shall be regarded as the shortest of two or more routes between any two stations.

2. The point in any station from which a journey is to be held to commence, or at which it is to be held to end, shall be the chief public office or any other point which may be fixed for the purpose by the Local Government.

3. The Local Government, for special recorded reasons, may permit travelling allowance to be calculated by a route other than the shortest or cheapest, provided that the journey is actually performed by such route.

8. Whenever any person is employed temporarily by competent authority as an extra servant on any establishment, he is entitled to travelling allowances under the Rules applicable to public servants of corresponding rank, permanently employed on that establishment.

9. An Officer holding, either temporarily or permanently, two separate appointments, is entitled only to the Travelling Allowance attached to one of the appointments; but in the case of permanent allowances, the

Local Government may grant such allowance as may be necessary, not exceeding the aggregate of the allowances attached to both appointments, if it considers that the Officer is, by reason of holding both appointments, obliged to incur additional travelling expenses beyond what he would have incurred, if holding only one of them.

RULE.—An Assistant Collector of any grade in Bombay, appointed to be Forest Settlement Officer in addition to his own duties, may be granted by the Local Government a permanent allowance not exceeding Rs. 200.

10. An Officer placed in charge of the current duties of an office is not entitled to the Travelling Allowance attached to the office, except under the special order of the Local Government.

Exception 1.—An Officer placed in charge of the office of a District Superintendent or Assistant District Superintendent of Police, may draw Travelling Allowance as if he were a District Superintendent or Assistant District Superintendent of Police, if he actually travels on public duty during the period of the charge.

2. A Survey Officer in the survey of India, whatever his substantive rank may be, draws, when in charge of a Survey Party, the travelling allowances of a Deputy Superintendent.

11. When an Officer is provided with the means of locomotion at the expense of the State or of Local Funds, he is, in the absence of a special order of the Government of India and subject to the special provisions of sections 31 (Rule 2), 55 and 60, entitled to only half the Travelling Allowance ordinarily admissible to him for a journey of the same kind.

Exception.—Officers of the Customs and Salt Departments in Bombay, though provided with boats by Government, are exempted from the operation of this section.

RULE.—The Local Government may, instead of applying this section, direct that a fixed charge, to be deducted from any Travelling Allowance earned, shall be made for any means of locomotion (*e.g.*, Government elephants) provided at the expense of the State.

12. The Travelling Allowance earned by a Military Officer in Civil employ, who is allowed to draw the dif-

ference between his Civil pay and his Military pay, including Military horse allowance, must be reduced by the amount drawn as Military horse allowance in the same financial year.

RULE.—Such an Officer, when submitting a bill for Travelling Allowance, is required either to deduct from the total the amount he has already drawn as Military horse allowance, or to certify that there is nothing to be deducted.

13. An Officer who is obliged to carry with him his camp equipment and horses by steamer or railway, either on a tour of inspection or on any other journey under orders which require him to proceed very quickly, or ready equipped for urgent duty, to a distant place, may, under the special sanction of the Local Government, recover, in addition to his authorised Travelling Allowance, the actual cost of their carriage, including, whether separately charged for or not, the cost of conveyance of one syce and one grass-cutter for each horse.

RULE 1.—The Local Government may prescribe such limitation as it thinks fit regarding the maximum weight of camp equipment and number of horses to be carried by an Officer of any class or Department, and may, subject to such limitations, delegate its power of special sanction under this section to any Head of a Department or Controlling or Inspecting Officer.

2. In British Burma this section may, at the discretion of the Chief Commissioner, be applied to the carriage of *horses* by vessels other than steamers.

CHAPTER IV.

OF THE TITLE TO TRAVELLING ALLOWANCE FOR JOINING FIRST APPOINTMENTS.

14. Travelling Allowance is not ordinarily granted to any person for the journey to join a first appointment in the Public Service.

Exception 1.—A person selected in Calcutta to be a European Warder or Assistant Warder, on pay not exceeding Rs. 100, in a Mofussil Jail in Bengal, is entitled to Travelling Allowance for the journey from Calcutta to such Jail.

2. Travelling Allowance for joining an appointment in the Postal Department may be granted under the special orders of the Director General to a person newly appointed to that Department.

On joining first appointments.

15 (*a*). The following high Officers, if resident in Europe at the time of their appointment, receive as passage and outfit allowances the sums shown below, which are intended to cover all expenses, until they assume charge of their respective offices :—

Viceroy and Governor-General . .	3,500
Governor of Madras or Bombay . .	1,500
Chief Justice of Calcutta . . .	1,000
Ordinary Member of the Council of the Governor General.	800
Chief Justice of the High Court of Madras, Bombay, or the North-Western Provinces.	
Bishop of Calcutta	
Puisne Judge of a High Court . .	500
Recorder of Rangoon	
Bishop of Madras or Bombay . . .	400

(*b*). Officers appointed in Europe to the Telegraph, Public Works, Forest, Educational, and Ecclesiastical Departments and to the Bengal Pilot Service, are granted a free passage to India.

RULE 1.—A Governor or Lieutenant-Governor, resident in India at the time of his appointment, is entitled for the journey to join his appointment to actual travelling expenses for himself and for any member of his family travelling with him.

2. An officer appointed to the Bengal Pilot Service is also granted an outfit allowance of £20.

16 (*a*). An Officer, who is appointed by the Secretary of State while resident in Europe, and who is not one of those mentioned in Section 15 (*a*), is entitled to Travelling Allowance from the capital town of the Presidency to which he is attached to the first station to which he is posted.

(*b*) If such an Officer disembarks in India at any port other than the capital town of the Presidency to which he is attached, he is entitled to Travelling Allowance from such port to the first station to which he is posted, limited to the amount to which he would have been entitled, under clause (*a*) of this section, if he had disembarked at such capital town.

Journeys on tour.

RULE 1.—For the purposes of this section an Officer attached to any Province or Presidency other than Bombay or Madras is held to be attached to the Bengal Presidency.

17. Any person appointed to the Public Works Department, the Telegraph Department, the Survey of India, the Medical or any other Department, in any capacity requiring technical skill or knowledge for which he has been specially trained, is entitled to Travelling Allowance for joining his first appointment in such Department.

RULE.—A Local Government may grant travelling allowance to a student, selected for education at a Normal School, for the journey to the school, at the rates allowed to officers of the third class.

18. The Local Government may grant travelling allowance to a pensioner or an Officer thrown out of employment by reduction of establishment or abolition of appointment, for such part of the journey to take up a new office on re-appointment to the Public Service, as falls within India.

19. The Local Government may grant a free passage, for so much of the journey to join an appointment as is performed by sea, to any person appointed to an office which he cannot join except by sea.

RULE.—The Superintendent of Port Blair may grant a free passage for the family of any person engaged in India for service as a subordinate at Port Blair.

20. A person entitled to Travelling Allowance for joining an appointment in the Public Service is, for the purpose of determining the rate of such allowance, treated as if he had already joined such appointment.

CHAPTER V.

OF THE TITLE TO, KINDS AND RATES OF, TRAVELLING ALLOWANCE FOR JOURNEYS ON TOUR.

21. An Officer, whose duties, whether ordinary or special, necessitate his travelling within, or (under proper

authority) beyond, the circle of his ordinary jurisdiction, is entitled to Travelling Allowance.

Exception 1.—The pay of the Officers named in Schedule B has been fixed so as to compensate them for the cost of ordinary journeys (other than journeys performed by rail or steamer) within their respective jurisdictions. None of these officers is entitled to Travelling Allowance for such a journey.

Schedule B does not at present contain an exhaustive list. Travelling Allowance may not be granted to any Officer included in the Schedule without previous reference to the Government of India; but the Local Government is empowered to add to the Schedule, subject to confirmation, on report of its proceedings to the Government of India.

2. An Ordinary Member of the Governor General's Council is not entitled to any allowance for journeys on duty otherwise than by Railway.

3. The Judicial Commissioner, Central Provinces, is not entitled to any Travelling Allowance for journeys on duty within his jurisdiction.

RULE 1.—A Local Government may impose restrictions upon the duration and frequency of the journeys of any Officer or class of Officers on any specified duty.

2. A Chaplain proceeding to a distance from head-quarters to solemnise a marriage, or a Medical Officer leaving his station to attend upon the family of a public Officer, is not travelling on duty within the meaning of this section.

3. An Officer included in Schedule B, when proceeding under proper authority beyond the circle of his ordinary jurisdiction, is entitled to Travelling Allowance under Sections 21 to 31, for the entire journey, including such part of it as is within his circle.

22. The Local Government is empowered to lay down the scale of Government tents to be supplied for the use, on tour, of any particular officer or class of officers for office and, if it think fit, private purposes.

When Government tents are used only for office purposes by an Officer on tour, they are carried at Government expense.

When Government tents are used partly for office and partly for private purposes, the Officer so using

them must pay half the cost of carriage (*but see Section 13*).

RULE.—An allowance called tentage is made to the Officers mentioned in Schedule C, to enable them to provide themselves with tents required for their use on tour. Tents so provided are not Government tents within the meaning of this section.

23. Travelling Allowance is given to Officers who have to travel under section 21 in the shape of a permanent monthly allowance, a conveyance allowance or a daily allowance, exchangeable under certain conditions for allowances under Chapters X to XII.

24. A permanent monthy Travelling Allowance is granted in lieu of all other Travelling Allowances for journeys within an Officer's circle of duty, and is drawn all the year round whether the Officer entitled to it is at the time absent from his head-quarters or not.

Exception 1.—A Subordinate Magistrate, travelling in connection with a Railway case, is entitled to actual Railway fare in addition to permanent travelling allowance.

2. An Excise Darogah in the Central Provinces is entitled, for a journey by rail, to single fare of his class, without deduction of permanent allowance, on a certificate from the Deputy Commissioner of the District that the journey by rail was necessary, and that the Darogah has duly earned the monthly allowance.

RULE 1.—The Local Government may, either by a general order applying to a class of Officers, or by a special order, permit an Officer, whose circle of duty extends beyond the limits of a single district, to draw, whenever his actual travelling expenses for a duly authorized journey on public duty by public conveyance exceed double the amount of his permanent allowance for the period occupied in such journey, the difference between such double permanent allowance and the allowances admissible under Chapters X to XII.

2. A permanent monthly allowance cannot be drawn during absence of leave on any description or on joining time, or for any period for which Travelling Allowance of any other kind is drawn.

3. An officer in receipt of a permanent monthly allowance may, when proceeding under proper authority, beyond his jurisdiction, exchange his permanent allowance for the allowances admissible under Chapters X to XII for the entire journey, including such part of it as is within his jurisdiction.

Journeys on tour.

4. Save as provided in rule 2 an Officer in receipt of a permanent allowance may, at his option, draw such allowance in lieu of any other Travelling Allowance admissible under this Code.

5. The permanent Travelling Allowance of Covenanted Civilians is exempt from the 4 per cent. annuity deduction.

25. Permanent monthly allowances are granted to the Officers named in Schedule D at the rates shown in that Schedule.

RULE 1.—Additions to Schedule D can be made only with the sanction of the Government of India.

2. The Local Government may, elsewhere than in Madras or Bombay, grant to a Forest Officer in charge of a circle, division or range, a permanent monthly travelling allowance, in lieu of all other such allowances, according to the following scale:—

	Rs.
To an Officer in charge of a circle . . .	150
„ „ „ a division—	
(*a*) if a member of the superior staff	100
(*b*) if a member of the subordinate staff . . .	50
To an Officer in charge of a range—	
(*a*) if a member of the superior staff	60
(*b*) if a member of the subordinate staff . . .	20

Where a charge is specially extensive, or travelling is unusually costly, the above scale may be increased, with the previous sanction of the Government of India, by 25 or 50 per cent.

26. A daily allowance is intended to cover the ordinary daily charges of an Officer on tour; it is drawn only during absence from head-quarters on duty, including the period of halts on duty or on an authorised holiday during such absence.

RULE 1.—A Local Government may, by general or special order, permit any Officer or class of Officers to draw during a halt at head-quarters, not exceeding twenty-one days in duration, in Sind or Rajputana, and ten days in duration elsewhere, the actual expense (not exceeding the daily allowance) of keeping up camp equipage (when it is necessary to do so) during such halt. An Officer drawing an allowance under this Rule for a halt at head-

quarters must certify that he has during such period kept up the whole or part of his camp equipage as the case may be, and that the expense so incurred is not less than the halting allowance drawn. In the case of a ministerial officer, the Head of the Office must also certify that it was necessary for such Officer to keep up the whole or a part of his camp equipage as the case may be.

2. The Local Government may determine, in case of doubt, what are the head-quarters of any Officer serving under it.

3. The period of absence from head-quarters begins on the day on which the Officer actually leaves head-quarters, and ends on the day on which he returns to them. It is not reckoned by the departure or return of his camp equipage.

4. The Local Government may apply the provisions regarding a halt at head-quarters, contained in Rule 1, subject to the conditions and certificates therein specified (as far as applicable), and subject to such other restrictions as may seem requisite, to the period, if any, intervening between the departure from, or arrival at, head-quarters of an officer and of his camp equipage.

27. No Travelling Allowance, other than a permanent monthly allowance, is admissible for any day on which an Officer does not reach a distance exceeding 5 miles from head-quarters, or return thereto from a distance exceeding 5 miles.

Exception 1.—No Travelling Allowance other than a permanent monthly allowance, is admissible to a District Superintendent or Assistant District Superintendent of Police for visiting a Police Station, otherwise than in the course of a tour, unless he travels at least 20 miles in one day.

2. An Officer travelling on duty within 5 miles of head-quarters is entitled to draw the actual amount spent by him in payment of ferry tolls or Railway fare.

3. When a ministerial Officer of any rank is despatched, as a messenger, on business to a place in the neighbourhood of the office to which the business appertains, the actual expenses incurred may be charged to Government, provided the Head of the office certifies that the charge was unavoidable.

4. The Clerk of the Additional Judge of the 24-Pergunnahs is allowed actual conveyance hire between Alipur and Howrah while the Sessions are held at the latter place.

5. Enrolled Officers of the Financial Department of the two lowest classes and Chief Clerks are entitled to actual conveyance hire for visiting a Currency Reserve Treasury.

Journeys on tour.

6. General duty Karkuns and Distillery Darogahs in Bombay are exempted from the operation of this section.

RULE.—A halt within 5 miles of head-quarters in the course of a tour is, for the purpose of the first Rule under Section 26, treated as a halt at head-quarters.

28. When an Officer has a large amount of travelling, at or within a short distance from head-quarters, for which Travelling Allowance is inadmissible under the preceding section, a permanent Conveyance or Horse Allowance is granted to him, which is drawn like salary all the year round.

The rates of Conveyance Allowance and the Officers to whom it is granted are shown in Schedule E.

A permanent Conveyance Allowance is not forfeited during absence from head-quarters, and may be drawn in addition to any other Travelling Allowance admissible under this Code.

RULE 1.—Additions to Schedule E can be made only with the sanction of the Government of India.

2. An Opium Factory Assistant while employed in superintending the unloading, &c., of opium chests is entitled, in addition to any other Travelling Allowance which may be admissible, to a daily Conveyance Allowance of Rs. 2 if at Calcutta, and one rupee if at Howrah.

3. A Commissioner of a Division in Bengal, or the Chief Commissioner in Assam, may grant a monthly Boat Allowance not exceeding Rs. 40 to a Sub-Inspector of Schools employed in a river district to be drawn during the marching season, in addition to the daily allowance admissible under ordinary Rules.

4. The Local Government may grant to any Officer summoned temporarily on duty to a Presidency Town or to Rangoon, such Conveyance Allowance not exceeding Rs. 3 a day as it thinks fit, provided that an Officer may not draw Conveyance Allowance under this rule if or while he is entitled to a daily Travelling Allowance under this Code.

5. A monthly allowance of Rs. 2 is granted to a Schoolmaster in Sind, who has to inspect a Branch School, on condition that he visits the Branch School once a week if within 3 miles, and once a fortnight if at a greater distance.

6. The Local Government may grant to a Public Works Subordinate, who has a large amount of travelling at or near head-

quarters, a Conveyance or Horse Allowance not exceeding for an Upper Subordinate Rs. 30, for a Lower Subordinate or Assistant Surgeon attached to the Department Rs. 15, for a Hospital Assistant attached to the Department Rs 7½. This allowance is forfeited whenever daily allowance or mileage is drawn.

7. The Deputy Collector, Madras, is allowed his actual expenses for horse or carriage hire, not exceeding Rs. 45 a month, on a declaration that the charge was *bonâ fide* incurred for the public service.

29. A daily allowance may not be drawn for a halt of more than ten days at one place; but the Local Government may, on such conditions as it thinks fit, exempt any Officer or class of Officers from the operation of this section.

Exception 1.—The following Officers are excepted from the operation of this section :—

(*a*) Officers in Sind and Beluchistan, and their Establishments (subject to the necessity for the production of certificates similar to those mentioned in Section 26, Rule 1).

(*b*) Officers of the Forest Deparment, and their Establishments.

(*c*) Political Officers in Turkish Arabia and the Persian Gulf, and their Establishments.

(*d*) Establishments accompanying Revenue Officers on their visits to the Laccadives.

(*e*) The British Girasia's Agent, Baroda.

(*f*) The Inspector of Local Account Offices.

(*g*) The Secretariat Staff and Establishment of the North-Western Provinces Government when halting with the Government at Lucknow.

(*h*) Officers of the Public Works Department appointed to the charge of Surveys.

2. A Police or any other Officer attending a Fair, Durbar, Agricultural Exhibition, &c., may, if the Magistrate of the District, certify that his personal presence was necessary, draw full allowance for the whole period of a halt at such fair, &c.

3. The Surveyor-General, the Director-General of Telegraphs and the Director-General of the Archæological Survey may pass full or half allowance to any Officer of their respective Departments for a halt of more than ten days at one place.

4. The Curator of Ancient Monuments and his Establishment draw half daily allowance after the first ten days of halt, provided

that no allowance is admissible after a halt of two months at one place.

5. The Local Government or any Officer of not lower rank than Settlement Commissioner, to whom the Local Government delegates its powers in this behalf, may pass full or half allowance to Officers of the Settlement Department and their Establishments for a halt of more than ten days in one place.

6. An Opium Officer employed on settlement or weighment duties may draw the full daily allowance for a halt in excess of ten days.

RULE.—The exemption permitted by this section should, as a rule, be made only in cases in which the Local Government may be of opinion that the enforcement of the section would entail on the Officers concerned greater expenses (for locomotion only) than are covered by the whole allowance for the journey on which the halt occurs.

30 (*a*). An Officer of the 1st class, not included in Schedule F, is entitled to a daily allowance of Rs. 5.

(*b*) An Officer of the 2nd class, not included in Schedule F, is entitled to a daily allowance of four annas for every twenty-five rupees or fraction of twenty-five rupees of the pay or maximum pay of the appointment which he holds, subject to a maximum of Rs. 3.

(*c*) An Officer of the 1st or 2nd class, mentioned in Schedule F, is entitled to a daily allowance, as shown therein.

(*d*) An Officer of the 3rd class is entitled to a daily allowance of two annas for every 12½ rupees or fraction of 12½ rupees of the pay or maximum pay of the appointment which he holds subject to a minimum of 6 annas, in the Bombay Presidency, and of 4 annas elsewhere.

(*e*) An officer of the 4th class is entitled to a daily allowance of two annas if his pay exceeds Rs. 8, and one anna if his pay is Rs. 8 or less.

Exception 1.—A member of Council or Additional Member of Council in Bombay or Madras when on tour with the Governor draws no daily allowance, but is entitled to Travelling Allowance under the Rules in Chapters X to XII for journeys.

2. An Officer of the 2nd, 3rd or 4th class, in the Forest De-

partment, or in the Persian Gulf Division of the Indo-European Telegraph Department, is entitled to a daily allowance one-third greater than that mentioned in clauses (*b*), (*d*), and (*e*), respectively.

3. Officers of the 2nd and 3rd classes stationed in Sind draw daily allowances at the following rates :—

	Rs.	A.
Members of the office establishment of the Commissioner in Sind and of the Deputy Commissioner of Thar and Parkar .	2	0
Others if their pay is not less than Rs. 70 .	1	8
,, if their pay is less than Rs. 70 .	1	0

An Officer of the third or fourth class, when travelling in the Malabar or Canara District, draws double the daily allowance mentioned in clauses (*d*) and (*e*) subject to a maximum of one rupee.

5. An Overseer or a Canal Zilladar of any grade in the Public Works Department, is entitled to a daily allowance of Re. 1-8.

6. The Local Government may grant to any menial servant accompanying an Inspecting or Controlling Officer, whose circuit of inspection or control extends beyond the limits of a single district, a daily allowance of two annas.

7. The Travelling Clerk, who was in the office of the Sanitary Commissioner of Madras on the 9th July 1870, is entitled to a daily allowance of half his pay, as a personal concession.

RULE.—An Officer of the Public Works Department holding an appointment in a Secretariat or any other special appointment draws the daily allowance of his class in the Department, in the absence of a special order of the Government of India.

31. An Officer may, for any day on which he travels, draw, in lieu of his daily allowance, the Travelling Allowance admissible under the Rules in Chapters X to XII.

Exception 1.—A Ministerial Officer may not exchange a daily allowance for road mileage, save when the Head of the office certifies that he was required to travel by boat or public conveyance or at a more rapid rate than 20 miles a day.

2. The following Officers, whose duties require them to travel constantly by Railway, are not entitled to allowances under Chapter X for journeys within the limits of the Railway to which they are attached, but are granted their daily allowances for any day

on which they are absent from their station for more than 8 hours, in addition to a free pass or single fare of their class :—

Assistant Inspector-General, Railway Police.
Police Officers in charge of Railway Police.
All Officers and men of State Railway Police.
All Officers of the Public Works and Telegraph Departments and Medical Subordinates attached to, or holding a free pass for, open lines of Guaranteed or State Railways, except the Train Staff or Running Establishment.

3. The Director-General of Telegraphs draws his daily allowance when travelling by Railway on tour of inspection in a first class carriage provided at the expense of the State.

4. An officer in the Postal, Public Works or Telegraph Departments may exchange his daily allowance under this section only on any day on which he travels at least 20 miles.

5. Superintendents and Assistant Superintendents, Railway Mail Service, for journeys by rail, and Superintendents of Mail Carts for journeys by postal conveyance, are entitled only to free conveyance and to their daily allowance for any day on which they are absent from their head-quarters for not less than 6 hours.

6. An Inspector, Postal Department, may not exchange his daily allowance for mileage, but when travelling by rail he draws single fare of his class in addition to his daily allowance.

7. The following special rules apply to officers in the Survey of India :—

(*a*) A survey officer may, for a journey in the field, exchange his daily allowance for the allowances admissible under chapters X to XII, only when he is specially authorised by the Surveyor-General or Deputy Surveyor General, and when he has to travel by public conveyance or is employed on special duty.

(*b*) Whenever for a journey to or from the field, or any other journey, in which an officer has to travel with camp equipment, the actual expenses by public conveyance of a Survey Officer, including charges for servants and baggage, not exceeding the limit named below, *i.e.*,—

Servants.

	When obliged to travel with camp equipment.	Otherwise.
For an officer of not lower rank than an officer in charge of a party	6	3
For an Assistant Superintendent or Surveyor, 1st grade	4	2
For a Surveyor of any other grade or Assistant Surveyor	3	1

Journeys on tour.

Camp Equipment and Baggage.

	When obliged to travel with camp equipment.	Otherwise.
	Maunds.	Maunds.
For an officer of not lower rank than an officer in charge of a party	35	12
For an Assistant Superintendent or Surveyor	25	8
For an Assistant Surveyor or Apothecary	15	5
For Sub-Surveyors, Writers, Hospital Assistants—		
(*a*) whose salaries are not less than Rs. 50	8	2
(*b*) whose salaries are less than Rs. 50	5	

exceed the amount admissible under Chapters X to XII, he may for such journey, in lieu of the amount so admissible, draw such actual expenses on a bill prepared in sufficient detail and countersigned by the Surveyor-General or Deputy Surveyor-General.

(*c*) When for a journey in the field the actual expenses for carriage of camp equipment and baggage, limited as in the preceding rule, exceed half the daily allowance, a Survey Officer may appropriate half his daily allowance to pay for camp equipment and extra servants, and in lieu of the other half of the daily allowance may recover such actual expenses by bills prepared and countersigned as in the preceding rule.

8. Clause (*b*) of Rule 7 applies to officers of the Geological Survey, the bill in their case being countersigned by the Superintendent.

9. A menial servant may for a journey by Railway draw a daily allowance, in addition to Railway fare.

RULE 1.—The Local Government may impose restrictions on the application of this section to any Officer or class of Officers, either in respect of the distance to be travelled in any one day in order to entitle an Officer to exchange his daily allowance, or otherwise, as it thinks fit.

2. An Officer of the Postal Department, travelling at the rate of 20 miles a day, may, for any day on which he makes a single halt for eight hours or more between 6 A.M. and 6 P.M., draw his daily allowance, in addition to the allowances admissible under Chapters X to XII.

32. An Officer compelled on a sudden emergency to leave his camp standing and proceed rapidly on duty to a place more than 20 miles distant, may, under the

special order of the Local Government, draw the actual expense of maintaining such camp not exceeding the daily allowance, in addition to the allowances admissible under general rules.

RULE 1.—The Local Government may delegate its power under this section to the Head of a Department.

33. The Viceroy and Governor General controls his own travelling expenses and those of his household, including the members of his personal staff, with the exception of his Private and Military Secretaries.

34. A Governor or Lieutenant-Governor controls his own travelling expenses and those of his household, with the exception of the Officers of his personal staff.

RULE 1.—The travelling expenses of the Governors of Madras and Bombay, and of their households, are paid out of the contract allowance for household charges.

2. A Local Government (other than the Governments of Madras and Bombay) should report to the Government of India in the Financial Department any representations made with regard to its travelling expenses by the Accountant General, and any measures taken in consequence of such representations.

35. The Bishops of Calcutta, Madras, and Bombay, when on tours of visitation, draw a monthly allowance of Rs. 1,000 (which is intended to cover all their expenses for journeys by land) for the whole period of visitation, in addition to the actual expenses of journeys by sea; provided that the monthly allowance may not be drawn by any individual Bishop for more than 18 months in every three years of his tour of office.

36. The Rules in this Chapter do not apply to Officers and establishments moving with the head-quarters of a Government to and from a hill sanitarium, including Poona. Special Rules are laid down for these journeys.

RULE 1.—The Rules for Officers moving with the Government of India and the several Local Governments to and from hill stations are contained in Appendix B.

2. When an Officer is permitted for his own convenience to conduct his duties at a hill station, neither he, nor any of the

establishment which accompanies him, is entitled to Travelling Allowance for the journey to or from such station.

3. When an Accountant General is permitted, or required by the Government of India, or other competent authority, to proceed on duty to a hill station, the Government will pay the travelling allowances to and from the hill station of the establishment which he takes with him, and the cost of the carriage of his records. The travelling allowances must be regulated by the rules which apply to other establishments who accompany the Local Government to which he is attached to and from the hill station. No special allowances to clerks accompanying an Accountant General to a hill station will be paid by Government.

An Accountant General should not take with him to a hill station more clerks or records than are absolutely essential to the efficient discharge of his duties.

CHAPTER VI.

OF THE TITLE TO TRAVELLING ALLOWANCE ON TRANSFER FROM ONE STATION TO ANOTHER.

37. An Officer in superior service, as defined in the Civil Pension Code, is entitled to Travelling Allowance for a journey on transfer from one station to another, if he is transferred for the public convenience, and not at his own request, or in consequence of misconduct, and if he is entitled to pay or salary during the time occupied in such journey.

Exception.—A Police Officer, below the rank of Assistant Superintendent, transferred from one station to another in the same district, is not entitled to travelling allowance, but may be allowed the actual cost of conveyance of his necessary baggage.

RULE 1.—A Military Officer joining an appointment in the Civil Department may draw Travelling Allowance subject to the conditions laid down in this section.

2. The Local Government may, if it think fit, by special order permit an Officer transferred for misconduct to draw Travelling Allowance.

3. An Officer is entitled to Travelling Allowance under this section if, after giving over charge of his office, he takes Privilege or Examination Leave before joining his new office.

4. The Travelling Allowance of an Officer transferred during Privilege or Examination Leave will be calculated from his old

station or from the place where he receives the order of transfer, whichever calculation would entitle him to the less Travelling Allowance.

5. An Officer whose appointment is changed while he is in transit from one appointment to another is entitled to Travelling Allowance from his old station to the place (on the route to the first station to which he was proceeding) at which he receives his further orders, and thence to his new station.

6. An Officer who, while in transit, obtains furlough on medical certificate, is entitled to Travelling Allowance calculated for the journey from the old station to the furthest place to which he has proceeded on the route to his new station.

38. An Officer in inferior service may not draw Travelling Allowance for a journey on change of appointment, except under the special orders of the Local Government.

Exception 1.—A Police Officer in inferior service is entitled,—

(*a*) when transferred from one district to another, to travelling allowance;

(*b*) when transferred from one station to another in the same district, to the actual cost of conveyance of his necessary baggage.

2. Kotegashts, jemadars, and peons of the Northern India Salt Department, are entitled to travelling allowance, when transferred from one division to another.

RULE.—The Local Government may delegate its powers under this section to an Inspector-General of Jails, or Conservator of Forests, in regard to servants in their respective Departments.

39. A copy of the order transferring a public Officer shall be sent to the Accountant General of the Province where he is serving, with an endorsement stating either that the transfer has been ordered on public grounds and not at the request of the Officer, or that the transfer has been made at the Officer's request.

RULE.—In the case of Ministerial Officers, a certificate from the Head of the office may be accepted in lieu of the copy of the order prescribed by this section.

CHAPTER VII.

OF THE TITLE TO TRAVELLING ALLOWANCE FOR ATTENDING EXAMINATIONS.

40. An Officer is entitled to Travelling Allowance

twice, but not more than twice, for each standard, for journeys to and fro consequent on attendance at an obligatory departmental examination, or at an examination held under any rules in force for a reward for passing in the vernacular language of any Frontier or Hill Tribe.

RULE 1.—The Local Government may extend the provisions of this section to any departmental examination, even though it be not obligatory.

2. If a candidate appears to have culpably neglected the duty of preparing himself for an obligatory departmental examination during the period available for the purpose, the Local Government may disallow the Travelling Allowance to which he would otherwise have been entitled under this section.

3. The Local Government may disallow Travelling Allowance to a candidate who fails to obtain a reward for passing in the language of a Frontier or Hill Tribe, if such candidate does not attain to such reasonable standard as the Local Government prescribes.

41. A Covenanted Civil Servant or a Military Officer in Civil employ who obtains a reward for proficiency in an Oriental language, is entitled to Travelling Allowance to and from the place of examination.

RULE.—A Covenanted Civil Servant is held to have obtained a reward, for the purposes of this section, on the first occasion on which he obtains a Degree of Honor in any language in the Second Division.

42. An Assistant Surgeon or a Medical Subordinate is entitled to Travelling Allowance for a journey to attend an examination for promotion, to a higher grade in his own service, and if he passes the examination, for the return journey to his own station.

CHAPTER VIII.

OF THE TITLE TO TRAVELLING ALLOWANCE FOR JOURNEYS ON MISCELLANEOUS OCCASIONS.

43. An Officer is entitled to Travelling Allowance under the Rules in Chapter V for a journey undertaken in obedience to a summons to give evidence in a Court of

Justice or before a Court-Martial, or to attend a Chapter of the Star of India.

RULE.—When the Officer is summoned to give evidence in a Civil Court, otherwise than on behalf of Government, he must credit to Government any money paid to him by or through the Court on account of his travelling and other expenses.

44. An Officer compelled to leave his station, whether permanent or temporary, where there is no Medical Officer to procure medical advice, is entitled to Travelling Allowance for the journey to and from the nearest station where a Civil Medical Officer is located.

RULE 1.—The permission of superior authority should be obtained beforehand, where it is possible to obtain such permission without risk to the Officer requiring advice.

2. Bills for Travelling Allowance under this section must be countersigned by the Medical Officer consulted, who must certify that the journey was in his opinion absolutely necessary.

3. Controlling Officers must take care that undue advantage is not taken of this privilege. If the absence of the sick Officer from his station be prolonged, he should be required to take leave on medical certificate.

4. Daily allowance may not be drawn for the halt at the Medical Officer's station.

CHAPTER IX

OF THE TITLE TO TRAVELLING ALLOWANCES ON PROCEEDING ON LEAVE, ON REJOINING FROM LEAVE, DURING LEAVE, OR ON RETIRING FROM THE PUBLIC SERVICE.

45. Save as provided in sections 46 to 52, an Officer is not entitled to Travelling Allowance for a journey—

(*a*) on proceeding on leave,

(*b*) on rejoining from leave,

(*c*) during leave of any kind, or

(*d*) on retiring from the Public Service.

46. A Military Officer in Civil employ is entitled to the same privileges when proceeding to England on fur-

lough on medical certificate as if he were in Military employ.*

47(*a*). A Military Hospital Assistant employed in the Civil Department is entitled, when proceeding on

---

* The following extracts from the Military Pay Code, Vol. I indicate the privileges referred to in this section:—

Commissioned Military Officers.

Article 1275.—An Officer of Her Majesty's Indian service is entitled to a passage as the public expense—

(*a*) in the case of a subaltern officer, or a medical officer ranking with a subaltern, when proceeding to England on medical certificate.

* * *

Article 1191.—An officer is allowed free conveyance by rail, and by no other mode of conveyance:—

(*a*) When he is entitled as an officer of the Indian service to passage-money under the military fund rules, and is proceeding to Bombay to embark on one of Her Majesty's troop ships for England (applicable also to a subaltern in civil employ).

* * *

Article 1210.—Free conveyance by rail only to port of embarkation is allowed * * * * for the family of every officer * * * who may be entitled to a free passage by sea, or who may be ordered to England on duty or on medical certificate, if he is entitled to a passage at the expense of the State.

* * * * * * *

Warrant Officers.

Article 1478.—A warrant officer (whether holding honorary rank or not) is entitled to free conveyance for himself and family by rail only to Bombay, when proceeding to England * * on medical certificate, and also on his return on the expiration of such leave from Bombay to his destination, provided the leave be not overstayed, when the privilege will be forfeited.

Article 1488.—All warrant officers of the Indian Army, including those of the Subordinate Medical Department, who are compelled by sickness to take leave to Europe, will be granted passages to England and back at the expense of Government in one of Her Majesty's Indian troop ships, if proper accommodation is available; those of the first class, including honorary surgeons, are entitled to accommodation according to their honorary rank; those of the second class not holding honorary commissions, and senior apothecaries will be provided with second class accommodation in a cabin specially set apart for them; but in either case, when no proper accommodation is available, they will be provided with passage-money or contract passages in other steamers.

Non-commissioned officers.

Article 2002.—A Departmental non-commissioned officer when proceeding to England on medical certificate is allowed free conveyance by rail only to the port of embarkation.

Article 2016.—When a non-commissioned officer in staff employ travels by *rail* at the Government expense * * * when he proceed to the port of embarkation on his way to England on sick leave, free conveyance is authorized for his family, but conveyance by dak or other mode at the public expense is not sanctioned, neither is any travelling allowance granted.

sick leave, to the same advantages in respect of Travelling Allowance as if he were serving with a regiment.*

(*b*) A Civil Hospital Assistant from another province serving in British Burma is entitled to a free passage for himself and his family to his home when proceeding on sick leave on medical certificate.

48. Subordinates employed in Port Blair and the Nicobars may be granted a deck passage to or from Calcutta or Madras, when proceeding on, or returning from leave, if they cannot be employed as convict guards.

49. An Officer recalled to duty on public grounds before the expiration of leave, other than Privilege Leave, is entitled to Travelling Allowance for the journey from the place at which the order of recall reaches him, or, if such place be out of India, from the port of debarkation in India to the station to which he is recalled.

RULE.—An Officer recalled from a place out of India is also entitled to a free passage to India.

50. Native Surveyors and menial servants attached to Survey Parties employed in Assam and British Burma may be granted by the Surveyor-General such portion of their travelling expenses as he thinks fit, for the journey from the place of employment to Calcutta and back, when proceeding to their homes on leave at the end of a field season and when rejoining at the commencement of the next field season.

51. A Governor or Lieutenant-Governor retiring from the service and leaving India is allowed, for any

* The Military Orders on the subject are contained in paragraph 207 of the Transport Regulations, Part II, as follows:—

"207. Free conveyance, with return passage, is allowed to all Native Commissioned Officers and soldiers of the Native Army, as well as to Hospital Assistants attached to corps when travelling from station to station by Railway or by Government steamer by sea or river, or by a private vessel if a Government one be not available, whenever it is certified that such is absolutely necessary on medical grounds on medical certificate, whether in the Presidency to which they may belong, or beyond its limits. A free passage by rail is also allowed to any of the above grades who may be invalided or discharged with gratuity as physically unfit for further service, when such mode of conveyance is available on their homeward routes; also to Native Commissioned and Non-Commissioned Officers and soldiers returning to their homes after being pensioned."

G. O. C. C., dated 10th December 1864.
G. O. 136 of 1868.
G. O. 286 of 1868.
Military Department, No. 344, dated 16th August 1870.
G. O. 342 of 1870.
G. O. 195 of 1872.
G. O. 214 of 1874.

part of his journey by Railway in India, a special carriage at the public expense, besides the actual travelling expenses of any members of his family travelling with him.

52. The Superintendent of Port Blair and the Nicobars may grant to any Subordinate employed there a free passage to India for himself and his family, on dismissal or retirement.

CHAPTER X.

OF THE RATES OF TRAVELLING ALLOWANCE FOR JOURNEYS BY RAILWAY.

53. Officers travelling by Railway on the Public Service are entitled to class accommodation according to the following scale:—

Officers of the 1st Class.—First, or, where there are only two classes, upper class.

Officers of the 2nd Class.—Second, or where there are only two classes, upper class.

Officers of the 3rd Class.—Intermediate class, or if there be, in the train by which he is required to travel, no accommodation intermediate between the second and the lowest class, then—

(*a*) where there are only two classes,—lower class,

(*b*) where there are three classes—

(*i*) if the officer's pay is not less than Rs. 50, second class,

(*ii*) otherwise, third class."

Officers of the 4th Class.—Lowest class whether called lower, third, or fourth.

54. An Officer of the 1st, 2nd or 3rd class, draws, as Travelling Allowance for journeys by Railway, double the fare of the class in which he is entitled to accommodation.

An Officer of the 4th class draws as Travelling Allowance the fare of the class in which he is entitled to accommodation.

Journeys by Railways.

Exception 1.—An Ordinary Member of the Governor General's Council is entitled to a reserved first class carriage for himself and party, and a reserved compartment of a third class carriage for his personal servants.

2. A Chief Commissioner when travelling within the limits of his Province, or a Resident of the 1st class, when travelling within the limits of his political charge, is entitled to a reserved first class carriage at the expense of Government.

3. A Judge of a High Court draws treble first class fare on a tour of inspection.

RULE.—In the case referred to in Exception 1, a form, stating the reserved accommodation provided by the Railway and signed by the Member of Council, is sufficient authority, for the payment of the charges to the Railway Company at the ordinary rates stated in its printed tariff.

55. When an Officer is entitled to, or allowed, free transit by Railway, whether under a free pass or otherwise, his Travelling Allowance must, save as specially provided in exceptions 2, 3 and 5, to section 31, be reduced by the amount of the fare, which, but for such free transit, he would have paid.

RULE 1.—The Rules for free passes are printed as Appendix C to this Code.

56. When an Officer is entitled to travel in a higher class at a lower fare, his Travelling Allowance must be reduced by the amount by which the fare of the class in which he travels exceeds the fare actually paid.

RULE 1.—A Military Commissioned Officer or Warrant Officer (whether in receipt of a permanent monthly travelling allowance or not) is bound to make use of the Form E, On Duty Certificate, as provided in paragraph 164 of the Transport Regulations, Part II.*

* Paragraph 164 of the Transport Regulations runs as follows:—

"164. Commissioned, Warrant, and Non-Commissioned Officers travelling on duty, but without a Government passage warrant, or proceeding on, or returning from, leave on medical certificate and paying their own fares (whether entitled to mileage allowance or not), are to be allowed to travel in the next higher class of carriage than that for which they purchased tickets, on their producing a certificate, Form E (Appendix No. 1), signed by a Staff Officer directing them to travel on duty.

"I.—This, however, is subject to the limitation that Commissioned and 1st class Warrant Officers only are to travel 1st class with 2nd class tickets, and 2nd class Warrant and Non-Commissioned Officers, 2nd class with 3rd class tickets."

* * * * * * *

"III.—This order does not apply to any class of Government servants other than those specified above, nor is it applicable to the wives and families of Commissioned or Warrant Officers; and the certificate is not to be granted to Commissioned and Warrant Officers travelling by the Oudh and Rohilkund Railway so long as the fares are not in excess of nine pies and two pies per mile, respectively, for upper and lower classes."

2. A Commissioned Officer can himself sign the Form E certificate; that for a Warrant Officer must be signed by a Staff Officer or the Officer under whom he is serving.

3. The form of the certificate is appended.

FORM E.

(Referred to in paragraph 164 of Transport of Troops—By Railway.)

No._____

To

The Station Master_____

_____

_____

Station_____

Date_____

Certified that (*Rank*)_____(*Name*)

_____(*Corps or Department*)

_____is proceeding on duty, and

is entitled to conveyance from_____to_____

in a_____class Railway carriage upon payment

of_____class fare.

_____

Signature.

4. A Military Officer in receipt of a permanent monthly travelling allowance must deduct from his allowance for the month the amount which he has saved by travelling under a form E "On duty" certificate as provided for in Rule 1. When drawing his permanent travelling allowance, he is required to state the Railway journeys which he has made on duty during the month, or to certify that he has not made any such journey, as the case may be.

Journeys by sea or in a river steamer.

57. An officer of the Public Works Department, travelling on an unopened line of Railway by trolly, material train or engine draws in addition to the actual cost of haulage (if any) the following mileage allowances, *i. e.*—

If an officer of the Engineer Establishment	. 1½ annas.
If an Upper Subordinate	. 9 pies.
If a Lower Subordinate	. 3 pies.

CHAPTER XI.

OF THE RATES OF TRAVELLING ALLOWANCE FOR JOURNEYS BY SEA OR IN A RIVER STEAMER.

58. When travelling by sea or in a river steamer an officer is entitled to the following allowances:—

(*a*) if of the first class, to passage-money for himself at first class rates and for two, or if his salary is not less than Rs. 1,000 for three servants at lowest class rates.

(*b*) if of the second or third class, to passage-money for himself at middle or second class rates and for one servant at lowest class rates.

(*c*) if of the fourth class, to passage-money for himself at lowest class rates.

Provided that—

I. An officer of the second class whose pay is not less than Rs. 200 may elect for any journey to draw the allowance under clause (*a*), in which case he will also come under the other rules in this chapter applicable to first class officers.

II. The Head of the office may direct that any ministerial officer whose pay does not exceed Rs. 30 shall be granted the allowance under clause (*c*) only.

RULE.—Except as provided in section 13 no more personal luggage can be carried at the expense of the State than the

quantity the freight on which by custom is included in the charge for passage.

59. An Officer of the second or third class, whose pay is less than Rs. 200, is, in case of transfer, entitled to passage-money for each member of his family actually travelling with him, at the rates admissible for himself or at half those rates, according as, by the rules of the vessel, full or half passage-money is payable for such member.

60. (*a*) If board is provided on the vessel either by its owners or its commander or otherwise, the charge for such board, whether actually included in the passage-money or not, is reckoned as passage-money for the purpose of sections 58 and 59; but, in that case, table-money is recovered from an Officer of the first class (other than a Native of India, hindered by caste or other scruples from availing himself of the board so provided) at the following rates for every day on which dinner is provided for him on board:—

(1) if the board includes wines and liquors, three-twentieths of salary up to a maximum of Rs. 8.

(2) if the board does not include wines and liquors, three-fortieths of salary up to a maximum of Rs. 4.

(*b*) If board is not provided on the vessel, or, though provided, cannot, owing to caste or other religious scruples, be availed of, an Officer of the second, third or fourth class is entitled to table-money for every day on which he dines on board—

(1) at the rate of daily allowance prescribed in section 30, subject to a minimum of annas 4 for himself and for each member of his family for whom passage-money is admissible and who is not less than six years of age, and

(2) at half such rate for each such member of his family, who is less than six years of age.

[NOTE.—Table-money is not recovered from an Officer of the 2nd, 3rd or 4th class in the case mentioned in clause (*a*), nor paid to an Officer of the 1st class in the case mentioned in clause (*b*).]

Journeys by sea or in a river steamer.

RULE 1.—A second class passenger is not entitled to be supplied with mess at the Commander's table unless no other mess is provided on the steamer.

2. When the route, by which an Officer is entitled to draw travelling allowance, embraces a journey by sea, which is not actually undertaken (whether owing to the Officer's not travelling by the direct route or otherwise) table-money should be recovered from or paid to such Officer for the average number of days which the passage occupies; such average, in case of doubt, being determined by the Local Government.

61. Section 58 applies so far as regards the nature and amount of accommodation to be furnished to an officer travelling otherwise than on payment of passage-money in a vessel, the cost of which is paid by the State or from Local Funds. Section 59 applies to such an Officer.

RULE 1.—This section does not apply to an Officer travelling by a vessel, the crew of which is not paid for by the State or Local Funds, but by the Officer using it. Section 11 applies to such a case.

2. An Officer is bound to travel in an Indian Government vessel, if suitable accommodation be offered to him.

3. The rates payable to Commanders of Indian Government vessels for the entertainment on board of such vessels of Officers of the 1st and 2nd classes, together with their families and servants, when such Officers travel as ordinary passengers, are given in the following table. These rates are exclusive of any charges for liquors, &c. :—

	Charge per diem.					
	First class.			Second class.		
	Rs.	As.	P.	Rs.	As.	P.
Officer	4	0	0	3	0	0
Lady or female child of 16 years and upwards	3	0	0	2	0	0
Children of 2 and under 16 years	2	0	0	1	8	0
Children under 2 years (free)	0	0	0	0	0	0
European Servants, male or female	2	0	0	2	0	0
Native Servants	0	3	0	0	3	0

4. Menial servants travelling on duty on an Indian Government vessel are messed by the sarang of the vessel at the rate of 4 annas a day.

5. The rates payable for the entertainment on board of an Indian Government vessel of Officers travelling on special occasions and for the entertainment of any Officers and their families on board

Her Majesty's Ships of War in the Indian Seas, are contained in Appendices D and E.

[NOTE.—The Superintendent of Port Blair when crossing on board the Station Steamer travels in his capacity of Superintendent, and not of Chief Commissioner. The rates payable for his entertainment are therefore those provided in Rule 2.]

62. The Rules in this Chapter apply to an Officer crossing a river by steamer in the course of a journey; but when such river crossing occurs in the course of a Railway journey and the charge therefor is included in the Railway fare, the rules regarding railway journeys are applied.

CHAPTER XII.

OF THE RATES OF TRAVELLING ALLOWANCE FOR JOURNEYS BY ROAD.

63. For journeys by road Officers are entitled to mileage allowances at the following rates :—

Officers of the	1st	Class	8 annas
„ „	2nd	„	4 „
„ „	3rd	„	2 „
„ „	4th	„	1 anna

provided that a ministerial Officer (except in cases of transfer) is only entitled to actual travelling expenses not exceeding the rate for his class.

Exception 1.—A Judge of a High Court when on a tour of inspection draws a mileage of one rupee.

2. A junior Port Officer in Madras draws a mileage of 8 annas for a journey on tour.

3. Postal Officers of the 1st and 2nd classes when allowed a free seat in a postal conveyance are entitled to only half the above rates.

4. Officers of the Persian Telegraph Division are entitled in lieu of the above rates to draw, when travelling by road, the daily allowances to which they are entitled according to rank, and to be provided with mules and riding horses according to the following scale :—

For journeys on transfer—

Superintendents, Assistant Superintendents, and Medical Officers—20 mules.

Inspectors and Signallers—10 mules and 1 riding horse.

Special rates for special localities.

When marching within their circle—

	Number of Mules.	
	If with tents.	If without tents.
Director	20	14
Superintendent . . .	16	10
Assistant Superintendent . .	14	8
Inspectors	7	3

5. An Officer travelling by boat in Assam is entitled to mileage at half the rate for his class.

6. Assistant Inspectors of Schools in Bengal draw a mileage of 6 annas for a journey on tour.

7. An overseer in the Public Works Department draws a mileage of only 2 annas, even though he comes into the second class.

64. In calculating Travelling Allowance at mileage rates, fractions of a mile should be omitted.

Rule.—Fractions of a mile should be omitted only in the total of a bill for any one journey, and not in the various items which make up the bill.

65. When an Officer of a class lower than the first is required by a superior authority to travel by any special means of conveyance, the cost of which exceeds the mileage allowance admissible under Section 62, the actual cost of transit by such means may be drawn in lieu of such mileage.

Rule.—When the actual cost of transit is drawn under this section, the bill must be supported by a certificate signed by the superior authority and countersigned by the controlling authority certifying that the use of the special means of conveyance was absolutely necessary, and specifying the circumstances which rendered it necessary. The Accountant General will report, for the orders of the Local Government, any case in which the concession appears to have been improperly granted.

CHAPTER XIII.

OF SPECIAL RATES OF TRAVELLING ALLOWANCE FOR SPECIAL LOCALITIES.

66. A Local Government may, with the previous sanction of the Government of India, prescribe that the ordinary rates of daily allowance, or mileage, or both, shall be increased either in a definite ratio or in any other

Special rates for special localities.

suitable manner for all persons travelling in any specified district or locality in which travelling is specially expensive, provided that—

I. No daily allowance shall be increased so as to exceed Rs. 10.

II. No mileage shall be increased so as to exceed one rupee.

III. The Local Government may, if it thinks fit, except any Officer or class of Officers from the general rate of increase, and direct that either the ordinary rates, or a lower rate of increase, be granted to such Officer or class of Officers.

RULE 1.—In the Provinces, Districts or Tracts mentioned below, daily allowances are increased in the proportions stated against them, subject to the above provisoes :—

Name of tract.	*Increase.*
Agency Tracts of Northern Circars . .	Double.
Kollegal Taluk, that portion of the Satyamangalam Taluk which lies above the ghâts, and the Anaimalai Hills in the Coimbatore District	
Wynaad Taluk of the Malabar District and South-East Wynaad	
Kashmir and Nepal	
Simla and Darjeeling (confined to Officers stationed in these Districts) . . .	
Coorg	66⅔ per cent.*
Assam, Burma, Ladak, Chittagong Hill Tracts, Sundarbans, and Sonthal Pergannas .	50 „
Nilgiris (confined to officers of the second and lower classes)	
Melghat in Berar	25 „

In Kashmir, Nepal and Burma mileage is increased in the same proportion as the daily allowance.

2. Double daily allowances are granted to subordinate Revenue Officials during journeys to the Laccadives.

3. Taluk officials are allowed to draw Travelling Allowance at the ordinary rates—

(*a*) when travelling in the Bhadrachellam Taluk.

* *i. e* two-thirds as much again.

(*b*) when travelling in any of the tracts mentioned in Rule 1, for which double allowances are sanctioned.

4. Deputy Inspectors of Schools, when travelling in those tracts in Madras for which double allowances are sanctioned, draw mileage at ordinary rates for the distance travelled in addition to their permanent allowance.

5. The Jemadar and Cavasses of the Bagdad Residency draw daily allowances of 12 annas and 6 annas respectively, instead of the allowances admissible under section 28.

6. The grooms attached to the Agency establishment in Turkish Arabia draw a daily allowance of 4 annas each when accompanying the Resident on tour.

CHAPTER XIV.

MISCELLANEOUS RULES.

67. A bill for Travelling Allowance (other than a permanent allowance) of an Officer, other than the Head of a Department, on tour should not be paid unless countersigned by the Controlling Officer.

Exception 1.—A Chaplain's bills do not require any countersignature, but must be accompanied by the order of the Bishop or Commissary of the Diocese authorizing him to make the journey.

2. Bills for Travelling Allowance of Ministerial Officers may be paid without countersignature, provided that detailed countersigned bills are subsequently submitted to the Account Officer for adjustment.

RULE 1.—The Local Government may declare who shall be the Controlling Officer for all or any of the Officers of any particular Department.

2. It is the duty of the Controlling Officer to scrutinise the necessity, frequency, and duration of journeys or halts for which Travelling Allowance (whether permanent or other) is claimed. The Controlling Officer may disallow the whole or a portion of the Travelling Allowance claimable for any journey or halt, if he considers that the journey was unnecessary, or that it was not completed with due expedition, or that the halt was of excessive duration. He should also carefully check any tendency to abuse the option of exchanging a daily rate for mileage under Section 31.

3. The Local Government may lay down any subsidiary regulations that it thinks fit for the guidance of a Controlling Officer of any Department under the preceding Rule.

4. A Controlling Officer (other than the Head of a Local Government or Administration including the Commissioner in Sind) may not delegate the duty of countersignature to a subordinate.

5. An Account Officer will accept any bill, duly countersigned, for Travelling Allowance which is admissible under the rules contained in this Code. It is the duty of the Controlling, and not of the Account, Officer to enforce Departmental Rules.

68. The Travelling Allowance of an Officer, on whatever duty he may be employed, is charged to the same head as his pay.

Exception 1.—Travelling Allowance for attending examinations is debited to the head "Miscellaneous."

2. The Travelling Allowance of a Military Officer, attached to a Horse Breeding Department, is debited to the Civil Department, even when his pay is debited to the Military Department.

3. The Travelling Allowance of an Officer called away from his duty to give evidence in any Court, shall, during the period of his absence, be debited to the Department which would bear the charge, if the Officer were on duty.

RULE 1.—This section applies to the Travelling Allowance of a Medical Officer for a journey to attend on an Officer entitled to such attendance.

69. The Travelling Allowance of an Officer transferred from one Department to another is debited to the Department to which he is transferred.

SCHEDULE A.

LIST OF OFFICERS REFERRED TO IN SECTION 4 (*a*).

Department.	*Title of Officer.*
Land Revenue . .	Assistant Commissioners in Non-Regulation Provinces, Assistant Collectors in Sind and Extra Assistant Superintendents, Port Blair.
Forest . . .	Deputy and Assistant Conservators of Forests, and in Madras Probationary Assistant Conservators.
Opium . . .	Sub-Deputy Opium Agents.
Post Office . .	Superintendents, Personal Assistants to Post Masters General, and Examiners.

Schedule B.

Department.	*Title of Officer.*
Telegraph . .	Assistant Superintendents and, on the Mekran line, Officers whose pay is not less than Rs. 250.
Survey of India .	Surveyors, 1st grade.
Madras Survey Department.	Second class and Probationary Assistant Superintendents.
Financial Department .	Enrolled Officers, Probationers and Chief Clerks.
Salt Department .	Assistant Commissioners, Northern India and Madras, and Assistant Collectors, Bombay.
Administration . .	Assistant to the Commissioner in Sind.
Police . . .	District and Assistant District Superintendents.
Jail . . .	Assistant Superintendents of Jails, Bengal.
Marine . . .	Senior Port Officers.
Education . .	Inspectress of Schools, Madras.
Political . . .	Assistant Political Agents, and the Native Attachés, Indore, Rajpootana and Beluchistan.
Public Works . .	Assistant Engineers, Deputy and Assistant Examiners, Officers of Class IV of the Revenue Establishments of State Railways, and Apprentices.
Archæological Survey of India.	Assistants.
Marine Survey . .	Assistant Superintendents.
Geological Survey .	Assistant Superintendents.
Miscellaneous . .	Assistant Superintendents of Government Farms, Madras.

SCHEDULE B.

OFFICERS NOT ENTITLED TO TRAVELLING ALLOWANCE FOR JOURNEYS ON TOUR.

(*Section 21, exception 1.*)

Number of entry.	Name of Officer.	Limitations and Exceptions.
1	Assistant Collector of Salt Revenue, Kharaghora.	

Schedule B.

Number of entry.	Name of Officer.	Limitations and Exceptions.
2	Kotegasts, jemadars and peons of the Northern India Salt Department.	
3	Sub-Inspectors and other subordinates of the Madras Salt Department, except office establishment of Commissioners and Deputy and Assistant Commissioners.	Entitled to travelling allowance for forced marches by road under special orders.
4	Officers of the Vaccination Department, below the rank of Deputy Superintendent elsewhere than in Madras, Bengal, British Burma and Assam.	Vaccinators on the staff of a Deputy Sanitary Commissioner in the Punjab may be granted travelling allowance at mileage rates, with the sanction of the Local Government, when required to travel rapidly to a distant place.
5	Sub-Deputy Collectors and Kanoongoes in Bengal and Assam.	For journeys in a boat they are entitled to travelling allowance at the daily rate. For journeys in a public conveyance they are entitled to travelling allowance at mileage rates for the whole distance, on a certificate from the Controlling Officer that it was necessary to travel by such means of conveyance. For other journeys of more than 15 miles in one day, they may draw travelling allowance for the excess over 15 miles on a certificate from the Controlling Officer that it was necessary for them to travel at so rapid a rate.
6	Tahsildars and Tahsili officials, elsewhere than in Bengal.	
7	Taluk officials in Madras . .	Gumastas, shroffs, peons and mosalchis are excepted.
8	Subordinate officers of Revenue Survey, Madras, with the exception of office establishment of the Superintendent and Deputy and Assistant Superintendents.	Entitled to travelling allowance when employed on Topographical and other special surveys.

Schedule B.

Number of entry.	Name of Officer.	Limitations and Exceptions.
9	Field establishments of the Revenue Settlement Department, Madras.	
10	Menials attached to Survey parties in the field.	
11	Foresters on less than Rs. 20 and Forest Guards (elsewhere than in Madras).	
12	Abkaree Darogahs in the Punjab.	
13	Civil Court Ameens in the North-Western Provinces and Oude.	
14	Process-servers and Bailiffs.	
15	Rural Sub-Registrars in Bengal.	
16	Sub-overseer in the Public Works Department.	May be granted conveyance allowance by the Local Government under Section 28, Rule 6. May be allowed mileage under the special order of the Executive or Assistant Engineer.
17	Petty establishments in the Public Works Department expressly engaged for service in the field.*	
18	Surveyors in the Public Works Department.	
19	Train Staff or Running Establishment of a State Railway.	
20	Telegraph Department Linemen.	May be granted travelling allowance under the special sanction of the Director General of Telegraphs.
21	Peons and their petty Officers (Jemadars, &c.) in District Revenue and Magisterial offices.	Entitled to have their necessary baggage, including utensils, conveyed at Government expense, when employed on escort duty.
22	Havildars and Peons of Civil and Sessions Judges and Assistant Sessions Judges in Bombay.	

* The Local Government, in case of doubt, may decide whether any particular officer or class of officers comes within this term or not.

Schedule C.

Number of entry.	Name of Officer.	Limitations and Exceptions.
23	Police Officers and men of all grades (including the Najib Establishment of the Thuggee and Dacoity Department) below the rank of Assistant Superintendent.	Entitled to have their necessary baggage, including utensils conveyed at Government expense, when employed on escort duty. *Exception.*— The following Officers are excepted :— (*a*) Railway Police Officers and men. (*b*) Inspectors of Railway Police. (*c*) European Inspectors in the interior of districts in British Burma. (*d*) District Armourers in the Madras Presidency.

SCHEDULE C.

TENTAGE ALLOWANCES.

(Section 22, Rule.)

Part I.—Madras.

(*a*) *Officers entitled to an allowance of Rs. 87-8 a month.*

1. Deputy Directors (Covenanted and Uncovenanted) of Revenue Settlements.

(*b*) *Officers entitled to an allowance of Rs. 50 a month.*

2. Collectors and Magistrates.
3. Sub-Collectors and Joint Magistrates.
4. Principal Assistants to Collectors.

(*c*) *Officers entitled to an allowance of Rs. 25.*

5. Senior and Special Assistants to Collectors.
6. Head Assistant Collectors.

(*d*) *Officers entitled to an allowance of Rs. 11-1-9.*

7. Passed, Unpassed and Supernumerary Assistant Collectors.

Part II.—Bombay.

(*a*) *Officers entitled to an allowance of Rs. 100 a month.*

1. Superintendent of Revenue Survey after 3 years' service.

(*b*) *Officers entitled to an allowance of Rs. 75.*

2. Superintendent, Deputy Superintendents, Assistant Superintendents, and Acting Assistant Superintendents of Revenue Survey.

Schedule C.

(c) *Officers entitled to an allowance of Rs. 55-8-11.*

3. Commissioner of Customs.
4. Commissioners of three Divisions.

Officers entitled to an allowance of Rs. 55.

5. Survey and Settlement Commissioner, Bombay.

Officers entitled to an allowance of Rs. 50.

6. Collectors, Bombay and Sind.
7. Collector and Deputy Collector of Salt Revenue, Bombay.

Officers entitled to an allowance of Rs. 44-7.

8. Inspector General of Prisons.
9. Deputy Commissioners, Thur and Parkur and Upper Sind Frontier.
10. Judicial Commissioner, District Judges and Assistant Commissioner in Sind.

Officers entitled to an allowance of Rs. 25.

11. Assistant Political Agent, Mahikanta.
12. Assistant Political Agent and Tutor to the Maharaja, Kulahpur.
13. First and Second Assistant Collectors.
14. First and Second Assistant Collectors of Salt Revenue.
15. Deputy Collector in charge of Settlement Office.

Officers entitled to an allowance of Rs. 22-3-6.

16. Head Assistant Collectors in Sind.

Officers entitled to an allowance of Rs. 20.

17. Deputy Sanitary Commissioner and Superintendent of Vaccination.

Officers entitled to an allowance of Rs. 15.

18. Assistant Political Agent, Rewakanta.
19. District Deputy Collectors.
20. Assistants to three Divisional Commissioners.
21. 3rd and 4th class Assistant Collectors of Salt Revenue and Native Assistant to the Collector of Salt Revenue.

Officers entitled to an allowance of Rs. 11-1-9.

22. Educational Inspectors.
23. Assistant Collectors.
24. 2nd and 3rd Grade and Supernumerary Assistant Collectors in Sind.

Officers entitled to an allowance of Rs. 10.

25. Dufterdars to Collectors, Bombay and Sind.

SCHEDULE D.

(See Section 25.)

PERMANENT MONTHLY TRAVELLING ALLOWANCES.

(a)—Officers entitled to an allowance of Rs. 300.

1. Superintendent, Geological Survey.
2. Inspector General of Forests.*
3. Director of Agriculture, Bombay.

(b)—Officers entitled to an allowance of Rs. 250.

4. Commissioner in Sind.
5. Commissioner of Division (including the Commissioner, Hyderabad Assigned Districts).
6. Commissioner of Customs, Opium and Abkari, Bombay.
7. Commissioner of Salt Revenue, Northern India and Madras.
8. Agent to the Governor General for Biluchistan.
9. Survey and Settlement Commissioner, Bombay.
10. Settlement Commissioner, Punjab.
11. Revenue Settlement Secretary, British Burma.
12. Sanitary Commissioner, Bengal and North-Western Provinces.
13. Director of the Department of Agriculture and Commerce, North-Western Provinces, British Burma and Assam.
14. Inspector General of Jails, Bengal and North-Western Provinces.
15. President of Rajasthanik Sabha in Kathiawar.†
16. Manager of Encumbered Estates in Sind.‡

(c)—Officers entitled to an allowance of Rs. 200.

17. Judicial Commissioner in Sind.
18. Inspector General of Prisons, Bombay.
19. Conservators of Forests, Bombay and Madras, and School Circle, North-Western Provinces.
20. Deputy Commissioner of Upper Sind Frontier District and Thur and Parkur.
21. Assistant Commissioner in Sind.
22. Head Assistant Collectors in Sind.
23. Talukdari Settlement Officer, Gujrat.
24. Deputy Conservator of Forests in charge of Cinchona Plantations, Nilgiris, in addition to his own Division.

* This allowance is to cover also the expenses of the journeys to and from Simla with the Government of India.

† Payable by Native State.

‡ Includes tentage allowance, and is paid from the Encumbered Estates Fund.

Schedule D.

25. Deputy Collectors and 1st Class Assistant Collectors of Salt Revenue in Bombay.
26. The Extra Assistant Collector of Salt Revenue at Goa and Assistant to the British Delegate for the Portuguese Treaty.
27. The Superintendent of Salt Revenue in Sind.
28. Superintendents of Police of 4th and higher grades in Bombay.
29. Political Agents, Kathiawar, Kolhapur, Cutch, Mahi Kantha.
30. Assistant Political Agent, Kolhapur, and 2nd in Command, Kolhapur Infantry Corps.*
31. Joint Administrators of the Gondal and Sangli Estates.†
32. Political Superintendent, Savantvadi.
33. Executive Engineer, Bhavnagar.†
34. Superintendent of Surveys under Rajasthanik Court.†

(d)—Officers entitled to an allowance of Rs. 180.

35. First and Second Assistant Agents to the Governor General, Biluchistan.

(e)—Officers entitled to an allowance of Rs. 170.

36. Collectors of Ganjam, Vizagapatam, and Godáveri Districts, and of the Nilgiris and Principal Assistants to Collectors, Ganjam and Vizagapatam.

(f)—Officers entitled to an allowance of Rs. 160.

37. Deputy Superintendent of Revenue Survey and Settlement in Bombay.

(g)—Officers entitled to an allowance of Rs. 150.

38. The Commissioner of Ajmer and Merwara.
39. Collectors and Magistrates in Bombay, and (save as provided in entry 36) Madras.
40. Deputy Commissioner, Arakan Hill Tracts.
41. First and Second Assistant Collectors in Bombay.
42. Deputy Collectors who are Assistants to Commissioners of Divisions in Bombay and the Personal Assistant to the Commissioner of Customs, &c., Bombay.
43. Deputy Conservators of Forests in Madras and Bombay.
44. Assistant Conservators of Forests in Bombay, who have passed in a vernacular language.
45. Collector of Salt Revenue, and Assistant Collectors of Salt Revenue of the 2nd and 3rd classes in Bombay.
46. Superintendents of Revenue Survey in Bombay.
47. Superintendents of Police of the 5th grade and Assistant Superintendents of Police (except at Karachi) in Bombay.
48. Deputy Superintendents of Vaccination in the Metropolitan Circle in Bengal.
49. Deputy Sanitary Commissioner or Superintendent of Vaccination (except in the Presidency Circle) Bombay.

* Includes tentage and is paid by the Kolhapur Estate.
† Payable by Native States.

Schedule D.

50. Political Superintendent of Pahlanpur.
51. The Assistant to the Agent, Governor General, Rajputana, who is in Political charge of the States of Banswarra and Pertabgarh, and is also Political Officer, Controlling Moghia Tribes in Rajputana and Central India.*
52. First Assistant to the Political Agent in Kathiawar.
53. Assistant Political Agent, Kutch.†
54. Third and Fourth Assistant Agents to the Governor General, Biluchistan, and the Commandant, Biluch Guides.
55. Medical Officer of Agency, Biluchistan.
56. Officers employed in the examination of Court-fee stamps in the District Record Rooms in Bengal.‡
57. Baboo Parbutty Churn Roy.§

(*h*)—*Officers entitled to an allowance of Rs. 110.*

58. Assistant Settlement Officers in the Revenue Survey and Settlement Department, Bombay.

(*i*)—*Officers entitled to an allowance of Rs. 100.*

59. Special, Senior, Head and Passed, Unpassed and Supernumerary Assistant Collectors in Madras.
60. Supernumerary Assistant Collectors in charge of Taluqas in Bombay.
61. Second, Third, and (when in charge of subdivisions) Supernumerary Assistant Collectors in Sind.
62. District Deputy Collectors of the 1st and 2nd classes, and Deputy Collectors, who are Native Assistants to Commissioners of Divisions, in Bombay.
63. The Extra Assistant Commissioners of Pakchan and Malewoon in Burma.‖
64. Inspectors of Registration Offices, Bombay.
65. Assistant Political Agents, Kolhapur, Mahi Kantha and Rewa Kantha.
66. Second, Third and Fourth Assistants to the Political Agent in Kathiawar.
67. Assistant Political Agent, Kolaba, in charge of the Janjira State.†
68. The Medical Officer of the Kotah and Jhallawar Agencies.†
69. Educational Inspectors in Bombay.
70. Assistant Collectors of Salt Revenue of the 4th class in Bombay.
71. Assistant Superintendent of Police, Arakan Hill Tracts.

* Half payable by Banswarra, and half by the Moghia States.
† Payable by Native State.
‡ This allowance includes deputation, as well as travelling allowance.
§ As long as he continues to be in charge of the Dearah Survey.
‖ On condition that they maintain a boat each, in serviceable condition to the satisfaction of the Commissioner.

Schedule D.

(*j*)—*Officers entitled to an allowance of Rs. 90.*

72. The Native Assistants to the Agent to the Governor General in Biluchistan.
73. Local Auditors in Bengal.

(*k*)—*Officers entitled to an allowance of Rs. 75.*

74. District Deputy Collectors in Bombay, not coming under entry No. 53, and Deputy Collectors in charge of Subdivisions in Sind.
75. Assistant Directors, Revenue Settlement, Madras.
76. Native Assistant to the Collector of Salt Revenue in Bombay.

(*l*)—*Officers entitled to an allowance of Rs. 60.*

77. Assistant Superintendents of Revenue Survey of the 1st and 2nd grades in Bombay.
78. Sub-Assistant Conservators of Forests in Bombay.*

(*m*)—*Officers entitled to an allowance of Rs. 50.*

79. District Deputy Collectors not in charge of Subdivisions in Sind, including Commissioner's Dufturdar.

(*n*)—*Officers entitled to an allowance of Rs. 37½.*

80. Deputy Inspector of Schools, Nilgiri District.

(*o*)—*Officers entitled to an allowance of Rs. 30.*

81. The Forest Officer in charge of the Changa-Manga Plantation in the Punjab, provided his pay does not exceed Rs. 250.
82. Assistant Superintendents of the 3rd, 4th and 5th grades, Revenue Survey, in Bombay.
83. Deputy Inspector of Schools, British Sikkim.
84. Superintendent and Deputy Superintendent, Customs Preventive Service, Bombay.

(*p*)—*Officers entitled to an allowance of Rs. 25.*

85. Mamlatdars in Bombay.
86. Inspectors of Police in Bombay.
87. Inspector of Western Rajputana State Railway Police.
88. Sar Karkun of Mutanga.

* The following officers, who held permanent appointments as Sub-Assistant Conservators of the 1st grade, on the 17th July 1878, are entitled to an allowance of Rs. 80—

Mr. Narayan Balal Okhe.
Narayan Anant Ukidve.
B. J. Haselden.

Schedule D.

89. Deputy Inspectors of Schools for Calcutta and Bombay (town).
90. Deputy Inspectors of Schools, Madras Presidency, except in the Nilgiris District.

(q)—Officers entitled to an allowance of Rs. 16.

91. Cattle Pound Inspectors in Bengal.

(r)—Officers entitled to an allowance of Rs. 15.

92. Mahalkaris in Bombay.
93. Police Inspectors, 1st, 2nd and 3rd classes in Madras.
94. Sheristadars of Assistant Collectors and Magistrates, of District Deputy Collectors, of the Assistant Political Agents in the Mahi Kantha and Rewakantha, of Deputy and Assistant Conservators of Forests, and of the Talukdari Settlement Officer in Bombay.
95. Sheristadars of Deputy and Assistant Collectors and of the Native Assistant Collector of Salt Revenue in Bombay.
96. Head Clerks of Deputy and Assistant Collectors of Salt Revenue in charge of the Northern Frontier and Kharagora Ranges in Bombay.
97. Excise Darogas in the Central Provinces.
98. District Inspectors of Schools in the Punjab.
99. Karkuns of Inspectors of Registration and Stamps in Bombay.

(s)—Officers entitled to an allowance of Rs. 12.

100. Second Karkuns in the Office of the Native Assistant Collector of Salt Revenue in Bombay.
101. Forest Ranger of the Changa Manga Plantation of the Lahore Forest Division.

(t)—Officers entitled to an allowance of Rs. 10.

102. Police Inspectors, 4th and 5th classes, Madras.
103. Chief Constables of Police in Bombay who have separate charges.
104. Building Head Constables of Police, Madras.
105. Sherishtadars, Clerks and Karkuns of Superintendents of Police in Bombay.
106. Police Munshis, in the offices of the Deputy Commissioner, Upper Sind Frontier District and the Commissioner in Sind.
107. Coorg Anche Inspector.
108. Karkuns of Assistant Collectors and Magistrates, of District Deputy Collectors, of the Assistant Political Agents in the Rewakanta and Mahikanta, of Deputy and

Assistant Conservators of Forests, and of the Talukdari Settlement Officer in Bombay.

109. Sheristadar and Karkun of the Western Bheel Agent in Khandesh.

110. Clerks and Karkuns (not otherwise provided for) of Deputy and Assistant Collectors of Salt Revenue in charge of Ranges in Bombay.

(u)—Officers entitled to an allowance of Rs. 8.

111. Supervising Tappedars in Sind.

(v)—Officers entitled to an allowance of Rs. 7.

112. Police Inspector, 6th class, Madras.

113. Tuppedars in Sind.

SCHEDULE E.

(See section 28.)

PERMANENT CONVEYANCE ALLOWANCES.

(a)—Officers entitled to an allowance of Rs. 150.

1. Chaplain of St. Thomas' Mount, Madras, while also in charge of Pallavaram.

(b)—Officers entitled to an allowance of Rs. 100.

2. Commissioner of Sundarbans *
3. Protector of Emigrants and Superintendent of Emigration, Calcutta.†

(c)—Officers entitled to an allowance of Rs. 80.

4. Coroner, Madras.

(d)—Officers entitled to an allowance of Rs. 75.

5. Coroner, Bombay.

(e)—Officers entitled to an allowance of Rs. 60

6. Cantonment Magistrate, Poona.
7. The Director and Superintendents of the Persian Telegraph Division.
8. Executive Engineers of the Simla Imperial Circle.
9. Medical Inspector of Emigrants.

* This is a Boat Allowance.

† The present incumbent (Dr. Grant) draws Rs. 120.

Schedule E.

10. The Shipping Master, Bombay.
11. Deputy Superintendent, Geological Survey.

(f)—Officers entitled to an allowance of Rs. 50.

12. The Episcopalian Chaplains of Aden, Agra, Ahmedabad, Allahabad, Anarkali, Howrah, Kampti, Lucknow, Meerut, Mhow, Mian Mir, Morar, Peshawar, Rangoon, Rawalpindi, Secunderabad, Sialkot, Trimulgherry and Umballa.
13. The two Cathedral Chaplains at Calcutta.
14. The Episcopalian Chaplain appointed to perform funeral services at Sewree.
15. The Presbyterian Chaplains of Aden, Allahabad, Calcutta, Poona and Secunderabad.
16. City Magistrate of Poona.
17. The Assistant in charge of Excise Detective Force, Calcutta.
18. Head Inspector, Excise Department, in the Town and Island of Bombay.
19. Superintendent of the Bombay City Police.
20. Assistant District Superintendent of Police in charge, Patna City or Karachi.
21. First Inspector of Police employed in connection with the Contagious Diseases Act in Bombay.
22. Coroner's Interpreter, Madras and Bombay, and Coroner's Constable, Bombay.
23. Superintendent of a Central and a District Jail which are at a distance from each other.*
24. Assistant Collector of Customs in charge of Carnac Bunder, Bombay.
25. Head Inspector of Calcutta General Post Office.
26. Head Mistresses, Female Normal Schools, Poona and Ahmedabad.
27. Lady Superintendent, Female Normal School, Madras.
28. Agent for Government Consignments, Calcutta.
29. Head Surveyor on establishment of the Collector of Bombay.
30. Apothecary attached to the Health Office, Madras.

(g)—Officers entitled to an allowance of Rs. 45.

31. Assistant Engineers of the Simla Imperial Circle.

(h)—Officers entitled to an allowance of Rs. 40.

32. Assistant Lady Superintendent, Female Normal School, Poona.

* This is the maximum. Local Government may grant any allowance not exceeding this.

Schedule E.

(*i*)—*Officers entitled to an allowance of Rs. 36.*

33. Coroner of Calcutta.

(*j*)—*Officers entitled to an allowance of Rs. 30.*

34. The Episcopalian Chaplain, Lucknow (Civil), for visiting Fort Muchhi Bhawan.
35. Assistant to the Civil Surgeon, Allahabad.
36. The Inspectress of Schools in Bengal stationed at Calcutta.
37. The Superintendent and Deputy Superintendent of the Customs Preventive Service in Bombay.
38. The Superintendents of the Gokak and Mahaswad Convict Gangs, Bombay.
39. The Superintendent of Excise Department, Aden.
40. The Agricultural Inspector, College of Science, Bombay.
41. Superintendent, Government Farms, Madras.
42. Superintendents of Cotton Experiments, Khandesh and Sind.
43. Medical Superintendents and all Assistant Superintendents of Persian Telegraph Line, Inspectors of such Line in charge of sections, and the Head Clerk of the Director's Office.
44. Deputy Superintendents of Vaccination, Calcutta and Suburbs.*
45. Assistant Superintendent, Geological Survey.
46. Assistant Shipping Master, Calcutta.
47. City Inspectors in the Postal Department.†
48. Superintendent of Vaccination, Presidency Circle, Bombay.
49. Superintendent, Economic Farm, Hyderabad (Sind).
50. The Second Inspector of Police employed in connection with the Contagious Diseases Act in Bombay.
51. Superintendent, Poona Jail.
52. Upper Subordinates (Public Works Department) of the Simla Imperial Circle.
53. The Officer in immediate charge of the Botanical Garden, Darjeeling.

(*k*)—*Officers entitled to an allowance of Rs. 25.*

54. Officers engaged on outside audits in Calcutta and Madras.
55. Civil Surgeon, Lohardugga.‡
56. Superintendent of Model Farm, Cawnpore.
57. Forest Rangers of the 1st Class in Madras.

* During working season only.

† The Director General of the Post Office may grant any amount not exceeding this.

‡ Debitable to Inland Labour Transport Fund.

(l)—Officers entitled to an allowance of Rs. 20.

58. Assistant Lady Superintendents (two), Ahmedabad Female Normal School.
59. Jailors of Hyderabad (Sind) and Nara.
60. Principal, Patna College.*
61. Forest Rangers of the 2nd Class in Madras.

(m)—Officers entitled to an allowance of Rs. 15.

62. Assistant Surgeon in charge of Civil Hospital at Peshawar, who attends on the sick employés of the Punjab Northern State Railway.
63. Forest Rangers in Bombay.
64. Forest Rangers of the 3rd Class in Madras.
65. Police Inspector (Kotwal), Karachi.
66. European Assistant Gardeners of Cinchona Plantations, Darjeeling.
67. Jailor of Shikarpur.
68. Inspectors in the Excise Department in Bombay (whose pay is not less than Rs. 100, not being in charge of Distilleries), and all such Inspectors and Assistant Inspectors, (whatever their pay) whose charges extend over more than two Talukas.
69. Salt Inspector, Shikarpur, Sind.

(n)—Officers entitled to an allowance of Rs. 10.

70. Foresters on pay of Rs. 20 and upwards in Bombay.
71. Coroner's Constable, Madras.
72. Salt Inspectors and Assistant Inspectors, Hyderabad (Sind).
73. Salt Sub-Inspector, Karachi.
74. Bailiffs (two) at Aden.
75. One Salt Inspector and three Sub-Inspectors, Shikarpur, Sind.

(o)—Officers entitled to an allowance of Rs. 5.

76. The Railway Magistrate, Baroda.

SCHEDULE F.

(See Section 30).

DAILY ALLOWANCES.

PART I.—OFFICERS OF THE FIRST CLASS.

(a)—Officers entitled to an allowance of Rs. 15.

1. Chief Commissioner.

* For visiting Patna City School.

Schedule F.

2. Resident at Hyderabad or Mysore.
3. Agent to Governor General for Central India or Rajputana.
4. Judge of a High Court.

(b)—Officers entitled to an allowance of Rs. 10.

5. Opium Agent.
6. Secretary to Government of India or to a Local Government.
7. Member of Board of Revenue.
8. Financial Commissioner, Punjab.
9. Judge of Chief Court.
10. Judicial Commissioner.
11. Recorder of Rangoon.
12. Legal Remembrancer, Bombay or Bengal.
13. District or Civil and Session Judge (including the Special Judge, Deccan Agriculturists' Relief Act).
14. Senior Assistant Judge in Bombay.
15. Additional Commissioner in the Punjab.
16. Government Pleader and Public Prosecutor, Karachi.
17. Inspector General of Police.
18. Surveyor General.
19. Director General of Telegraphs.
20. Deputy Director of Persian Gulf Division of Indo-European Telegraph Department.
21. Surgeon General with the Government of India.
22. Agent to Governor General at Baroda.
23. Resident at Aden, in the Persian Gulf, in Turkish Arabia, or in Travancore.
24. General Superintendent of Operations for the Suppression of Thagi and Dakaiti.
25. Judicial Assistant to the Political Agent, Kattiawar.
26. Assistant to Political Agent, Southern Mahratta Country.
27. Director General of Archæological Survey.
28. Mint Master.
29. Accountant General.
30. Superintendent General of Horse-Breeding Operations.
31. Director General of Statistics.
32. Inspector of Labourers in Assam, Cachar and Sylhet.
33. Curator of Ancient Monuments.
34. Epigraphist, Bombay.
35. Deputy or Assistant Superintendent, Geological Survey.

(c)—Officers entitled to an allowance of Rs. 7½.

36. Deputy Director General of Telegraphs.
37. Director of Traffic and Director of Construction, Telegraph Department.

Schedule F.

38. Superintendent of the Mekran Telegraph Line.
39. Deputy Surveyor General.
40. Superintendent of Revenue Survey, Madras.
41. Director of Revenue Settlements, Madras.
42. Inspector General of Jails.
43. Assistant Inspector General of Railway Police.
44. Surgeon General with a Local Government and Deputy Surgeon General, Central Provinces.
45. Director of Public Instruction with a Local Government.
46. Chief Engineer.
47. Political Agents, Jeypore, Jodhpore, Oodeypore, Gwalior.
48. Joint Commissioner, Ladakh.
49. Assistant Agent, Governor General, at Sujangarh.
50. Chaplain.

(d)—Officers entitled to an allowance of Rs. 6.

51. Conservator of Forests.
52. Deputy Commissioner of Salt Revenue, Northern India and Madras.
53. Deputy or Assistant Director General of the Post Office.*
54. Post Master General or Deputy Post Master General.
55. Superintendent, Telegraph Department.
56. Engineer and Electrician, and Traffic Manager, Persian Gulf Division of Indo-European Telegraph Department.
57. Assistant Judge or 1st class Subordinate Judge when employed under the Deccan Agriculturists' Relief Act.
58. Deputy Inspector General of Police.
59. Superintending Engineer and Examiner, 1st, 2nd or 3rd Class, in Public Works Department.
60. Officer of Class I of the Revenue Establishment, State Railways.

(f)—Officers entitled to an allowance of Rs. 4.

61. Assistant Conservator of Forests not otherwise provided for including Probationary Assistant Conservator in Madras.
62. Superintendent, Postal Department, and Personal Assistant to Post Master General.
63. Superintendent, Persian Telegraph Line.
64. Assistant Superintendent and Surveyor of 1st Grade in Survey of India.
65. Assistant Superintendent of Revenue Survey, Madras.
66. Assistant Superintendent of Police.
67. Inspector or Inspectress of Schools.

* The travelling allowance drawn by the Assistant Director General, who is also Inspector General, Railway Mail Service, is limited to Rs. 3,000 a year.

Schedule F.

68. Senior Port Officer and the Port Officer, Bassein.
69. Assistant or Apprentice Engineer.
70. Deputy Examiner, 2nd grade or Assistant Examiner in Public Works Department.
71. Officer of class IV of the Revenue Establishment of State Railways.
72. Meteorological Reporter to the Government of India or a Local Government or Administration.
73. Superintendent or Assistant Superintendent of Government Farms, Madras.
74. Superintendent of Government Gardens, Saharanpore.
75. Deputy Collector or Extra Assistant Commissioner (when belonging to the 1st Class).
76. Subordinate Judge or Munsiff (when belonging to the 1st Class).

PART II.—OFFICERS OF THE SECOND CLASS.

(a)—Officers entitled to an allowance of Rs. 3.

1. Deputy Collector or Magistrate or Extra Assistant Commissioner (when belonging to the 2nd Class).
2. Duftardar of Collector and Magistrate in Bombay.
3. Deputy Assistant to the Political Agent in Kathiawar, and Duftardar Political Agency, Kathiawar.
4. Native Assistant to the Political Superintendent, Palanpur.
5. Assistant or Probationary Superintendent, Postal Department.
6. Attaché to a Resident, &c. (when belonging to the 2nd Class).
7. The Forest Ranger in charge of the Coast Timber Depôts in the Southern Forest Division, Bombay.
8. Assistant Sub-Deputy Opium Agent.
9. Inspector, in the Northern India Salt Revenue Department.
10. Inspector (and Assistant Inspector in a factory circle) of the Salt Department in the Interior in Madras.
11. Assistant Commissioner of Salt Revenue, Madras.
12. Assistant Surveyor on the Survey of India.
13. Subordinate Judge or Munsiff (when belonging to the 2nd Class).
14. Assistant Inspector of Schools, Punjab, and Native Inspectors, Kumaon and Jhansi.
15. Junior Port Officer.
16. Native Agent of Bagdad Residency.
17. Sub-Engineer in the Public Works Department.
18. Sub-Assistant Superintendent of the Telegraph Department.

Schedule F.

(*b*)—*Officers entitled to an allowance of Rs.* 2½.

19. Assistant Inspector of Schools, Bengal.

(*c*)—*Officers entitled to an allowance of Rs.* 2.

20. Assistant Inspector, Salt Revenue Department, Northern India.
21. Inspector (and Assistant Inspector in a factory circle) of the Madras, Salt Department on the Coast.
22. Sub-Assistant on the Geological Survey.
23. Inspector, Postal Department.
24. Supervisor in the Public Works Department.
25. Inspector, Telegraph Department.

APPENDIX A.

Travelling Allowance Rules for Officers of the Marine Department holding appointments afloat or in dockyards (see section 1).

MARINE CIRCULAR NO. 5.

GOVERNMENT OF INDIA,

MILITARY (MARINE) DEPARTMENT;

Fort William, the 30th January, 1883.

1. The following rules regulating the travelling allowance of officers of the Indian Marine, holding appointments afloat or in dockyards, are published in supersession of all previous orders on the subject.

[NOTE.—These rules do not apply to the Director or Deputy Director of the Indian Marine, who come under the ordinary civil rules.]

2. Officers are for the purposes of these rules divided into the following classes :—

Class I.—Commanders of I. G. vessels, dockyard gazetted officers, marine survey officers, and all other executive officers, engineers and assistant engineers.

Class II.—All other European employés and Native employés in receipt of Rs. 50 per mensem and upwards.

Class III.—All others.

3. An officer is entitled to travelling allowance—

(*a*) When transferred from one appointment to another for the public convenience, and not at his own request.

(*b*) When ordered by competent authority to proceed on any Government duty.

[NOTE —Travelling allowance is not granted to an officer going on, or returning from leave.]

4. An officer of the 1st class travelling by sea, or in a river steamer, or by railway, is entitled to carry with him at Government expense two servants.

5. (i) When travelling by sea or in a river steamer, an officer is entitled to free passage or passage money according to his class.

[NOTE.—No more personal luggage can be carried at the expense of the State than the quantity the freight on which by custom is included in the charge for passage.]

(ii) If board is provided on the vessel, either by its owners or its commander or otherwise, the charge for such board, whether included in the charge for passage or not, is paid by Government; but in that case table-money is recovered from an officer of the 1st class (other than an officer proceeding from and to appointments in which he is entitled to rations) at the following rates for every day on which dinner is provided for him on board :—

(*a*) If the board includes wines and liquors, three-twentieths of salary up to a maximum of Rs. 8.

(*b*) If the board does not include wines and liquors, three-fortieths of salary up to a maximum of Rs. 4.

(iii) If board is not provided on the vessel, an officer of the first class proceeding from and to appointments in which he is entitled to rations will be re-imbursed his actual messing expenses (exclusive of wines and beer) up to a limit of Rs. 4 a day; and an officer of the second or third class is entitled to table-money at the rate of three-tenths of salary, subject to a maximum of Rs. 3 and a minimum of annas 4 for every day on which he dines on board.

[NOTE 1.—An officer travelling on an I. G. vessel will join the appropriate mess, and receive rations in the same way as the permanent officers of the vessel.

2.—An officer of the second class is not entitled to be messed at the commander's table, unless no other mess is provided on the vessel.]

6. For journeys by rail, an officer is entitled to travel under a Marine Railway Warrant with accommodation according to his class, and with free carriage of baggage according to the subjoined scale, including the railway free allowance :—

	lbs.
Dockyard gazetted officers and officers of the Marine Survey	400
Other officers of the 1st class	320
Officers of the 2nd class	160
Officers of the 3rd class	40

NOTE 1.—Marine Railway Warrants are obtainable—

At Bombay, from the Director of the Indian Marine.

At Calcutta, from the Deputy Director of the Indian Marine.

At Madras, from the Port Officer.

The Officer who signs a warrant is personally responsible for its correctness in every particular.

2.—Charges for cartage, carriage hire to stations, and other small incidental expenses, may be charged for in contingent bills.

Appendix A.

For journeys by land otherwise than by railway an officer is entitled to mileage allowance at the following rates :—

Officers of the 1st class	8 annas.
„ „ 2nd „	4 „
„ „ 3rd „	2 „

8. An officer travelling by land from and to appointments in which he is entitled to rations will be granted the following allowance, which includes compensation in lieu of provisions, lodging, servants, &c. :—

Officers of 1st class	Rs. 4
„ 2nd „	„ 2 per diem.
„ 3rd „	Annas 4

G. CHESNEY,
Secretary to the Government of India.

APPENDIX B.

(*See Section 35.*)

Hill Allowance Rules.—Part I.—Simla Allowance Code (*Seventh Edition*).

GOVERNMENT OF INDIA.
DEPARTMENT OF FINANCE AND COMMERCE.
Calcutta, the 20th December 1882.

Code of Rules regarding Allowances to Public Officers required to accompany the Head-quarters of the Government of India to and from Simla.

[*N.B.*—From this date no former Edition or Rules should be quoted. The Rules in this Code are liable to alteration, should such a course be deemed necessary in consequence of changes in the circumstances of the yearly move to Hill Stations or other Sanitaria, and the conditions of residence there.]

I.—PRELIMINARY.

Notes.—(1) In these Rules—

"Pay" means substantive monthly pay; "Salary" means the sum of Pay and Acting Allowance or Charge Allowance,* but does not include remuneration for the performance of a special duty.

'Clerk" means an officer on a Ministerial Establishment not being an Inferior Servant.

"Inferior Servant" means an officer whose service does not count as Superior under the Rules in the Civil Pension Code.

"Family" in Parts III and V includes the officer's wife, his legitimate children residing with, and wholly dependent on, him; and also his parents, sisters, and minor brothers if wholly dependent on, and residing with, him.

* The Deputation Allowance authorised in Part VIII is not treated as a Charge Allowance.

Appendix A.

(2) These Rules do not apply to officers diverging from the direct route in attendance on His Excellency the Viceroy on tour.

(3) For the purposes of Rules 16 and 27, a child boarding at a school at Simla, approved by the Head of the Office, is to be considered as "residing with" the clerk. A claim to allowances on this ground must be supported by a certificate signed by the Head of the School to the effect that the child has been a boarder in the school, and, in respect of claim to allowance under Rule 16, for the period for which the allowance is claimed.]

1. Allowances are made to the following officers and their establishments:—

Additional* Members of Council; Public, Private† and Military Secretaries; Officers on the Personal Staff of His Excellency the Viceroy and Governor General, and the servants of the Viceregal establishment paid from public funds, subject to any special orders to the contrary which may be issued by His Excellency; Surgeon-General with the Government of India; Sanitary Commissioner with the Government of India; Meteorological Reporter; Accountants General, Public Works and Military Departments; Director General of the Post Office of India; Director General of Telegraphs; and Consulting Engineer for State Railways.

[NOTES (1)—An ordinary Member of Council, whether travelling on or off the line of Railway, is not entitled to travelling allowances; but whenever he travels over any line of railway, he is entitled to a reserved carriage for himself and party, and to a reserved compartment of a third class carriage for his personal servants.‡

* An Additional Member does not accompany the Government of India to Simla unless at the Governor General's special invitation, and when there is some specific work for him to do.

† The allowances to the establishment of the Private Secretary are paid from the Viceroy's Household Allowance and from the annual grant for the Viceroy's tour expenses.

‡ *Extract from the Proceedings of the Government of India,* PUBLIC WORKS DEPARTMENT,—*No. 200 R. T., dated 7th March 1882.*

RESOLUTION.—His Excellency the Governor General in Council is pleased to rule that when an Ordinary Member of the Supreme Council travels over any line of railway in India, he is entitled, on his own requisition, to a reserved carriage for himself and party.

2. The reserved carriage, while so used, is to be entirely at the Honourable Member's disposal, and can be detached and detained at any station.

3. A compartment of a third class carriage may also be reserved for the personal servants of the Honourable Member.

4. This reserved accommodation will be provided by the several Guaranteed and State Railways at the ordinary rates stated in their printed tariffs.

5. In the ordinary course of movement between Calcutta and Simla, the arrangements for reserved carriages will be made through the Secretary to the Government of India, Public Works Department, on the written requisition of the Honourable Member; in other cases the Honourable Member will take the usual steps by addressing the Railway Administration of the line on which his journey commences, giving as long notice as possible.

6. As it is not desirable that any fares, &c., should be exacted during transit, the Station Master at the initial station should give the Honourable Member a warrant or pass for the reserved carriage and third class compartment; and the Honourable Member will sign a form stating the reserved accommodation provided by the railway. The vouchers in support of reserved accommodation provided for Ordinary Members of the Supreme Council, whilst travelling by railway, shall in future be submitted by the Auditor or Examiner of Accounts of the railway, on which the journey is commenced, to the Civil Accountant General with whom he is in account for payment, all such vouchers being accepted as sufficient authority for pre-audit payment. Should the Accountant General desire further information before according final audit, he should refer the matter to the Secretary to the Government of India in the Public Works Department.

(2) The general Rules in this Code do not apply to the Government Press establishments at Simla. The Rules in Part IX only apply to them.

(3) Arrangements should be carefully made to avoid moving to Simla larger establishments than are absolutely necessary. As far also as is compatible with the efficiency of the Offices, clerks without families should be selected to accompany the Government to Simla. Of Inferior servants, as few as possible should be taken backwards and forwards, as it is cheaper to employ such, for the season only, at Simla and Calcutta.]

2. An officer residing at Simla may draw his salary and the allowances admissible under these Rules either at Simla or at Calcutta, or partly at Simla and partly at Calcutta. An officer residing at Calcutta may draw part or the whole of his salary at Simla in anticipation of the removal thither of the Government.

[NOTE.—Last-pay certificate is not required to enable salary to be drawn under this Rule.]

II.—TRAVELLING ALLOWANCE.

3. Officers are divided into six classes—

First.—Officers whose salary exceeds Rs. 1,500.

Second.—Other officers above the grade of clerks; and clerks whose salary is not less than Rs. 400.

Third.—Clerks whose salary is less than Rs. 400, but not less than Rs. 50.

Fourth.—Other clerks.

Fifth.—Inferior servants whose salary is not less than Rs. 10.

Sixth.—Other Inferior servants.

4. Travelling expenses may be charged according to the following scale :—

	For the officer himself.	For his wife; and for each child residing with, and wholly dependent on, him, not less than twelve years old.	For each child less than twelve, but not less than three years old.	Aggregate travelling allowances for the officer himself and his family, not to exceed for each journey
		₹	₹	₹
First class	Actual authorised expenses* within the limit of	150	75	1,000
Second class	₹ 400	150	75	850
Third class	Double 1st class fare by railway, and 8 annas a mile by road.†‡	115	55	600
Fourth class; a fixed sum of .	Double 2nd class fare by railway, and Rs. 40 for the entire journey by road, each way.†‡	100	50	500
Fifth class; ditto . .	₹ 100 for each journey‡ .	*Nil*	*Nil*	*Nil.*
Sixth class; ditto . .	,, 36 § do. do. .	*Nil*	*Nil*	*Nil.*
	,, 30 § do. do. .			

* Government does not undertake to bear the cost of the conveyance of horses or other animals, and no charge should be made for their conveyance by an officer entitled to charge for actual expenses.—(*Resolution No. 625, dated 6th May 1875.*)

Appendix A.

† Under present arrangements the charges on account of personal travelling expenses for 2nd and 3rd class officers, each way between Calcutta and Simla, are as follows:—

	2nd class officers.	3rd class officers.
	Rs. A. P.	Rs. A. P.
For the journey by Railway . .	. 194 10 0	100 6 0
Ditto Road (96 miles) .	. 48 0 0	40 0 0
Total	. 242 10 0	140 6 0

‡ A. B., a clerk, having, after arrival at Simla, obtained leave on medical certificate to go to sea, his actual personal travelling expenses to Calcutta and back to Simla were granted. These expenses were to be carefully limited to what was absolutely necessary, not exceeding the amount admissible to A. B. under these Rules. A. B. was also required to refund such portion of the house-rent allowance drawn by him as he had not been compelled to spend.

It was also declared that, in the event of A. B.'s being permitted to rejoin the Office at Calcutta after the end of his leave, any Officer brought up from Calcutta to supply his place in the Simla Office was entitled to travelling and other allowances under these Rules.—(*Resolution No. 1310, dated 30th June 1876.*)

Resolution No. 4390, dated 19th October 1882.

Read again—

Resolution in the Financial Department, No. 1310, dated 30th June 1876, in which it was decided in the case of a clerk in the office establishment of the Revenue Department of the Government of India, who was on duty at Simla that year, that the clerk having, shortly after his arrival in Simla, been advised on medical grounds to go to Calcutta on sick leave, he should get his actual personal travelling expenses to Calcutta and back to Simla after the expiry of his leave, the allowance not to exceed the allowance admissible under the Simla Allowance Rules; and that he should be required to refund such portion of the house-rent allowance drawn by him as he might not have been compelled to spend.

RESOLUTION.—C. D., a clerk on the establishment of the Secretary in the Department of Finance and Commerce, was compelled, shortly after his arrival at Simla, in the present season, to return to Calcutta on leave in consequence of ill-health. He at first obtained Privilege Leave, which, in consequence of extension on medical certificate being necessary, was converted into leave on medical certificate. C. D. has applied to be granted travelling allowances for himself and his family for his journey from Simla to Calcutta.

2. On the precedent of the decision in the Resolution of the 30th June 1876 read above, actual personal travelling allowances are admissible to C. D.; and though the Resolution of the 30th June 1876 makes no provision for the grant of family travelling expenses, such expenses should be paid in the case of C. D. The travelling expenses on account of the family of C. D should, as in his own case, be carefully scrutinised in this office, and only what is absolutely necessary should be passed. The amount must not on any account exceed what would be admissible under the Rules in the Simla Allowance Code. He should be required to refund such portion of the house-rent allowance as he may not have been compelled to spend.

A claim to travelling allowance in behalf of an officer (a clerk), who left Simla on Privilege Leave with permission to rejoin the Office at Calcutta, was negatived on the ground that the officer's leave expired long before the Head-quarters were established at Calcutta. (*See Rule 21 (b).*)—(*No. 3022, 17th December 1875.*)

§ An Ordinary Member of Council may distribute among the staff of messengers in his service, at his discretion, the aggregate amount due to them on account of travelling allowance.

5. An officer who is unmarried or a widower, having a mother or an adult sister wholly dependent on him and residing with him, may charge for one such member of his family as for a wife.

6. A Military Officer on the personal staff of the Viceroy may charge for the conveyance of his horses according to his rank under the general Rules in force for Military Officers.

7. If an officer for any reason (*e. g.*, by reason of travelling in a special train) does not pay his own personal travelling expenses, including the cost of conveyance of baggage and personal attendants, the amount of his allowances admissible under the Rules in this Code must be reduced to the extent of the expenses which he would otherwise necessarily have incurred on such account.

8. An officer of the Fifth or Sixth Class ordered, for public reasons, to travel by a train containing no third class accommodation, may draw, under the countersignature of the Registrar or Chief Clerk of his office, in addition to his fixed allowance, the difference between intermediate class and third class fare for the distance so travelled.

9. A certificate in the following form must be attached to the bill for travelling allowances of an officer of the First Class :—

I certify that I have actually paid the amount of this bill, and that it does not include any charge for the freight of any stores or goods other than my personal luggage (or the personal luggage for myself and my family, as the case may be), or any charge for refreshments, or hotels or staging bungalows.

10. A certificate, as follows, must also be appended to the bill of an officer who charges travelling allowances for his family :—

The following members of my family made this journey :—

My wife (or my mother or adult sister residing with me, and wholly dependent on me).

child not less than twelve years old, residing with me and wholly dependent on me.

child less than twelve years, but not less than three years old.

(Signed) A. B.

[NOTE.—This certificate must, in the case of a clerk other than a Registrar or Chief Clerk, be countersigned by the Registrar or Chief Clerk.]

11. The widow, mother, adult sister, or eldest motherless child, of an officer dying at Simla, for the expenses of whose journey to Calcutta the officer, if he had lived, would have been entitled to charge under these Rules, may charge her or his travelling expenses to Calcutta at the rate which would have applied to the deceased officer personally. For other members of the family of the deceased officer, for whose travelling expenses he would have been entitled to charge, the usual rates may be charged.

12. If an officer, or any member of his family entitled to travelling expenses, proceeds to Simla from any place other than Calcutta, or proceeds from Simla to any place other than Calcutta, his or her travelling expenses may be charged; provided that no

higher charge can be admitted than would have been admitted had the journey been made from or to Calcutta direct.*

13. If an officer makes a journey on public duty, on the occasion of the movement of the Government of India to or from Calcutta or Simla, instead of accompanying the Head-quarters of the Government, he may, if his family proceeds to Calcutta or Simla (as the case may be), and if he is an officer

(*a*) of the first class—draw the travelling expenses admissible for himself and his family for the journey between Calcutta and Simla, reduced by Rs. 242, and charge separately for his personal travelling expenses during his whole journey beginning at Calcutta and ending at Simla, or *vice versâ* (as the case may be), including any divergence from the direct route;

(*b*) of the second, third, or fourth class—charge the travelling allowances admissible under Rules 4 and 5 for his family.

14. An officer who is absent on privilege leave when the Head-quarters of the Government of India are moved to or from Simla, or who takes privilege leave during the move, and is permitted to rejoin his appointment at Simla or Calcutta, as the case may be, may, if his *locum tenens* has not received travelling allowance, draw after his return to duty the travelling allowance which he would have received if he had accompanied the Government on its removal.

III.—Maintenance Allowances.

Special Maintenance Allowance.

15. A Special Maintenance Allowance is granted to each clerk at the rates shown in column 3 of the Schedule.

16. A clerk whose family is residing with him at Simla may draw Special Maintenance Allowance at double those rates.

Family Maintenance Allowance.

17. If a married clerk, or a clerk who, though unmarried or a widower, has a family entirely dependent upon him, is compelled, *in consequence of his proceeding with the Head-quarters of the Government from Calcutta to Simla or from Simla to Calcutta,* to maintain an additional domestic establishment for himself or them, which he would not otherwise have maintained, he may draw a Family Maintenance Allowance at the rates shown in column 2 of the Schedule.

* This Rule is not intended to provide travelling allowances for a member of an officer's family making the journey otherwise than with the Head-quarters of the Government of India, or about the time of the move of the Head-quarters of the Government of India. In this view, an officer's claim to travelling allowance on account of his wife proceeding from Simla to Bombay six weeks before the breaking up of the Head-quarters of the Government of India to Simla, was negatived.—(*Resolution No. 2916, dated 13th December 1875.*)

18. Provided that no clerk who has charged on account of any member of his family Travelling Allowance under Rule 4 or 5 may draw Family Maintenance Allowance; and no clerk may, at the same time, draw double Special Maintenance Allowance under Rule 16, and Family Maintenance Allowance under Rule 17. The allowances of an officer who takes part of his family to Simla and leaves part in Calcutta, or *vice versâ*, are regulated at the officer's option, with respect to the former, ignoring the latter, or, with respect to the latter, ignoring the former.

19. Family Maintenance Allowance may not be drawn without the special orders of the Head of the Office to which the clerk belongs, who will satisfy himself that the allowance is properly due. The orders of the Head of the Office are to be passed upon a written statement* by the clerk of the precise circumstances under which he claims the allowance; and the written statement, and the order upon it, must be repeated each season, and be attached to the first bill of the season presented for Family Maintenance Allowance. If, for reasons which appear sufficient to the Head of the Office, it should be ultimately necessary for a clerk who has drawn Family Maintenance Allowance, to bring his family to Calcutta or Simla, he may charge their travelling expenses, but must refund the Family Maintenance Allowance drawn for any period after the departure of the Government from Simla or Calcutta, as the case may be.

20. Subject to the Proviso in Rule 18, the Maintenance Allowances admissible under Rules 15, 16 and 17, may be drawn for the period of residence at Simla or Calcutta, as the case may be, and for one week before and after. This claim to allowances for one week before and after the period of residence at Simla or Calcutta is not affected by reason of an officer's being entitled to draw during the same periods any Tour Allowance for proceeding on tour from Calcutta or from Simla, instead of accompanying the Head-quarters of the Government of India.

[NOTE.—The date of arrival at Simla or Calcutta is included in "Residence," but not the date of leaving Simla or Calcutta.]

21. (*a*) A clerk on sick leave, if not permitted to rejoin his family, may, if his substitute is not entitled to the allowances prescribed in Rules 15 or 16 and 17, and if no extra expense is caused to the Government, draw them in full during his sick leave.

(*b*) A clerk on Privilege Leave, if permitted to rejoin office, on the expiry of his leave, at Calcutta or Simla, as the case may be, simultaneously with, or after, the arrival there of the Head-quarters

*No charge for Family Maintenance Allowance should be passed without the written statement and the order upon it prescribed in this Rule.—(*Letter to Comptroller General, No. 4505, dated 16th December 1872.*)

of the Government of India, may draw these allowances for seven days of his leave.

(*c*) If a clerk obtains Privilege Leave while in Simla or Calcutta, as the case may be, and rejoins in Simla or Calcutta, as the case may be, he may draw these allowances for the period of his absence, provided they have not to be paid to a substitute.*

22. Section-writers paid at ordinary Section rates, and temporary clerks whose pay is fixed at Calcutta rates, may, if ordered to accompany the Government of India from Calcutta or Simla, draw Maintenance Allowances under Rules 15 or 16 and 17. But if the remuneration of such Officers is fixed upon the understanding that their work will be done at Simla, Maintenance Allowances are not admissible to them. No officer engaged in Simla or elsewhere than in Calcutta, for temporary duty at Simla, is entitled to any allowance except his salary.

IV.—EDUCATION ALLOWANCE.

23. A Clerk who, on proceeding to Calcutta or Simla, places at a school approved by the Head of the Office any child not less than seven years old for the purpose of education may, if he is not in receipt of Family Maintenance Allowance under Rules 17 and 18, receive an Education Allowance equal in amount to the travelling allowance which would have been admissible to him on account of the child under Rule 4 if the child had accompanied him to Calcutta or Simla (as the case may be): Provided always—

(i) that this allowance *plus* the Travelling Allowance actually drawn shall not exceed the maximum Travelling Allowance admissible to the clerk;

(ii) that the allowance shall not be paid until the officer has returned to Simla or Calcutta (as the case may be) after the expiry of his duty with the Government of India at Calcutta or Simla (as the case may be);

(iii) that the officer's claim to the allowance is supported by a certificate signed by the Head of the school to the effect that the child has been borne on the rolls of such school during the whole term of the officer's absence with the

* In reply to your letter No. 787S., dated 10th August 1880, I am directed to say that upon the grant of Privilege Leave to A. B., 1st class clerk in this office, who accompanied the Government of India to Simla, acting promotions were given to two clerks in the office, which involved the grant to each of these clerks of Simla Allowance at the rate of Rs. 10 a month in excess of the allowance admissible upon his substantive position. A portion only of his Simla Allowance of Rs. 125 a month, and not the whole amount of the allowance, having thus had to be paid to officers temporarily promoted in consequence of his absence, it is within the meaning of Rule 21 (*c*) of the Simla Allowances Code to allow to A. B. the benefit of the residue, or Rs. 105 a month. I am accordingly to request that you will withdraw the retrenchment referred to in your letter.—(*Letter to Comptroller General, No. 2481, dated 25th August 1880.*)

Government of India at Simla or Calcutta (as the case may be), and has during such time either boarded with one of the masters of such school or attended at such school at least three-fourths of the days on which the school was open.

[*N.B.*—If a school has two periods of attendance on each day, an attendance at only one period counts as only half a day's attendance.]

V.—HOUSE-RENT AT SIMLA.

24. An Under-Secretary, who held office on the 16th March 1870, is entitled to an allowance of six hundred rupees as House-rent for the Season if he have a wife, or a mother, or adult sister wholly dependent on him residing with him at Simla.

25. An officer, not being an Accountant in the Public Works Department, who would be entitled, in virtue of his office, to Presidency House-rent, if his Head-quarters were in Calcutta, may draw Presidency House-rent.

[NOTE.—Presidency Allowance is not continued during absence from Calcutta.]

26. An Aide-de-Camp to the Viceroy, if not provided with accommodation at the public charge, may draw the Presidency House-rent of his rank during his absence from Calcutta.

27. Clerks not provided with free quarters are entitled to an allowance for House-rent at the rates specified in the Schedule. If their family reside with them at Simla, and they do not receive Family Maintenance Allowance, they are entitled to twice the said allowance.

28. But if the officer arrives at Simla on or after August 1st, he will receive only half those rates.

[NOTE.—No clerk has any claim to free quarters, and the Government does not undertake to bear the entire expenditure of the officer for House-rent, but only to give assistance towards it.]

VI.—ALLOWANCES TO INFERIOR SERVANTS.

29. Inferior Servants are entitled to an extra allowance equal to one-third of their salary for the period of their stay at Simla, and for the period actually occupied in their journey between Calcutta and Simla: provided always that not more than seven days shall be allowed for the journey; and provided also that the allowance during the journey is not drawn in addition to any other allowance to which a servant may be entitled by reason of his proceeding on tour on public duty from Calcutta.

30. An Inferior Servant whose salary does not exceed Rs. 12 draws, while actually at Simla, besides the allowance prescribed in Rule 29, a special allowance of Re. 1 a month.

31. (*a*) Messengers who are not in personal attendance on a Member of Council, Secretary, Deputy Secretary, Under-Secretary or Assistant Secretary, and other Inferior Servants, receive a suit of country woollen cloth, costing not more than Rs. 7½ yearly, or Rs. 15 every second year.

(*b*) Every Inferior Servant receives, once a year, either a blanket costing not more than Rs. 2½ or an allowance of Rs. 2½.

VII.—ADVANCES OF PAY, &c.

32. Advances to officers proceeding to or from Simla are regulated as follows:—

(*a*) The advance of the salary or travelling allowance of a gazetted officer requires the written sanction of the Government in the Department to which he belongs.

(*b*) The salary and other allowances of a clerk or Inferior Servant for the month in which he leaves Calcutta or Simla, as the case may be; and his travelling allowance may be advanced by, or on the countersignature of, the Head of the Office.

33. Advances of salary and allowances must be adjusted on the next pay bill, and advances of travelling allowance by bills within one week after the officer's arrival at his destination.

VIII.—DEPUTATION ALLOWANCES.

34. A Deputy Secretary officiating as Secretary at the Presidency in several Departments during the absence of the Head-quarters, receives a Deputation Allowance of Rs. 500 a month, and an Assistant Secretary officiating as Deputy Secretary, receives a Deputation Allowance of Rs. 150 a month.

35. A clerk officiating as Registrar or Chief Clerk at Simla in the place of a Registrar or Chief Clerk remaining in Calcutta on duty, receives, while actually on duty at Simla, a Deputation Allowance of Rs. 80 a month.

IX.—GOVERNMENT PRESS ESTABLISHMENT, INCLUDING THE PRIVATE SECRETARY'S PRESS AND ALL PRESS ESTABLISHMENTS OF THE GOVERNMENT OF INDIA AT SIMLA.

36. An officer employed in the Press Establishment at Simla receives, during his absence from Calcutta, free quarters and a consolidated salary. Men employed on Piece-work receive, in addition to free quarters, 15 per cent. over Calcutta rates.

Appendix B.

Travelling Allowance is given, as follows, for each journey between Simla and Calcutta:—

	Rs.
I.—Minor Superintendents, Examiners, Foremen (Section-holders), Clerks—	
(*a*) On salary not less than Rs. 100 a month . .	140
(*b*) On salary less than Rs. 100 a month . . .	100
II.—Compositors (including men employed on Piece-work), Copy-holders, Computors, Impositors, Press Jemadars (whatever be their salary)	50
III.—Distributors, Pressmen, Inkmen, Daftaris, &c. (whatever be their salary)	40

[NOTE.—The time allowed for the journey will be fixed by the Superintendent within a maximum of 10 days.]

SCHEDULE.

Maintenance Allowances and House-rent of Clerks.

SALARY.	Monthly Family Maintenance Allowance.	Monthly Special Maintenance Allowance.	House-rent for the Season.
	Rs.	Rs.	Rs.
Less than Rs. 100	40	20	100
Rs. 100, but less than Rs. 150 .	50	20	100
„ 150, ditto „ 200 .	60	20	100
„ 200, ditto „ 300 .	70	25	100
„ 300, ditto „ 400 .	80	25	125
„ 400, ditto „ 500 .	90	25	150
„ 500, ditto „ 600 .	100	25	175
„ 600, ditto „ 700 .	100	25	200
„ 700, or more	100	25	225

PART II.—OOTACAMUND ALLOWANCE CODE.

(Not finally settled. Will be issued hereafter.)

PART III.—BOMBAY HILL ALLOWANCE CODE.

Rules regarding Allowances to Public Officers required to accompany the Head-quarters of the Government of Bombay to and from Sanitaria, including Poona, Mahableshwar and Matheran.

[*N. B.*—From this date, no former Edition or Rules should be quoted. The Rules in this Code are liable to alteration, should such a course be deemed necessary, in consequence of changes in the circumstances of the yearly move to hill stations or other sanitaria, and the conditions of residence there.]

Appendix B.

I.—PRELIMINARY.

[NOTES.—(1) In these Rules—

"Pay" means substantive monthly pay; "Salary" means the sum of Pay and Acting Allowance or Charge Allowance, but does not include remuneration for the performance of a special duty.

"Clerk" means an Officer on a Ministerial Establishment not being an Inferior Servant.

"Inferior Servant" means an Officer whose service does not count as Superior under the Rules in the Civil Pension Code.

"Family" in Parts III and V includes the Officer's wife, his legitimate children residing with, and wholly dependent on, him; and also his parents, sisters, and minor brothers if wholly dependent on, and residing with him.

(2) These Rules do not apply to Officers diverging from the direct route in attendance on His Excellency the Governor on tour. They are entitled to Travelling Allowance under the ordinary rules.

(3) For the purposes of Rules 13 and 21 a child boarding at a school at Bombay or a sanitarium, as the case may be, approved by the Head of the Office, is to be considered as "residing with" the clerk. A claim to allowances on this ground must be supported by a certificate signed by the Head of the School to the effect that the child has been a boarder in the school and, in respect of claim to allowance under Rule 13, for the period for which the allowance is claimed.]

1. Allowances are made to the following Officers and their establishments:—

Ordinary Members of Council; Public, Private, and Military Secretaries; Under and Assistant Secretaries; the Surgeon and Aides-de-Camp to His Excellency the Governor; the Oriental Translator to Government; the Chobdars and Peons* of the Government House paid from public funds, subject to any special orders to the contrary that may be issued by His Excellency the Governor.

[NOTE.—Arrangements should be carefully made to avoid moving to sanitaria larger establishments than are absolutely necessary.]

2. An Officer residing at a sanitarium may draw his salary and the allowances admissible under these Rules either at the sanitarium or at Bombay, or partly at the sanitarium and partly at Bombay. An Officer residing at Bombay may draw part or the whole of his salary at a sanitarium, in anticipation of the removal hither of the Government.

[NOTE.—Last-pay Certificate is not required to enable salary to be drawn under this rule.]

II.—TRAVELLING ALLOWANCE.†

(Personal Travelling Allowance.)

3. Officers are divided into four Classes—

First.—Covenanted Civil Servants, Commissioned Military Officers, and any other Officer whose salary is not less than Rs. 400.

Second.—All other officers except Inferior servants.

---

* The allowances to the Chobdars and Peons of the Government House are paid from the Contract Allowance.

† The following decisions by the Government of India are printed for information, as the same principles will be observed in Bombay:—

A. B., a Clerk, having, after arrival at Simla, obtained leave on medical

Appendix B.

Third.—Inferior servants, such as Jemadars and Daftaries, whose salary is not less than Rs. 10.

Fourth.—Other Inferior Servants.

4. Officers are entitled to the following travelling allowances for each journey with the Government of Bombay to or from sanitaria :—An Officer of the First Class, double first class Railway fare and 8 annas a mile by road; Second Class, double second class Railway fare and 4 annas a mile by road; Third Class, third class Railway fare; Fourth Class, fourth class Railway fare.

A sum of Rs. 3-8 is allowed to Inferior servants (Classes 3rd and 4th) for the journey by road between Poona and Mahableshwar, and Rs. 2-3 for the journey between Dasgam and Mahableshwar. For the voyage from Bombay to Dasgam the actual Steamer fare is allowed.

NOTE.—The distances between Bombay, Poona, Mahableshwar and Matheran are—

Bombay	to Poona, by Railway	. .	119 miles.
Do.	to Narel by „	. .	54 „
Poona	to Mahableshwar by Road	. .	74 „
Narel	to Matheran „	. .	7 „

The charge on account of travelling expenses each way is therefore—

	Bombay to Poona.				Poona to Mahableshwar.			
For a 1st Class Officer	.	Rs.	22	6 0	Rs.	37	0	0
„ 2nd „ „	.	„	11	2 0	„	18	8	0
„ 3rd „ „	.	„	2	8 0				
„ 4th „ „	.	„	1	9 0				
	Bombay to Narel.				**Narel to Matheran.**			
For a 1st Class Officer	.	Rs.	10	2 0	Rs.	3	8	0
„ 2nd „ „	.	„	5	2 0	„	1	12	0
„ 3rd „ „	.	„	1	2 0				
„ 4th „ „	.	„	0	11 0				

5. An Officer of the Fourth Class ordered, for public reasons, to travel by a train containing no fourth class accommodation, may draw third class fare, under the countersignature of the Head of his office.

* * * * * * *

7. If an Officer entitled to travelling allowances under Rule 4 proceeds to a sanitarium from any place other than Bombay, or from a sanitarium to any place other than Bombay, his travelling

certificate to go to sea, his actual personal travelling expenses to Calcutta and back to Simla were granted. These expenses were to be carefully limited to what was absolutely necessary, not exceeding the amount admissible to *A. B.* under these Rules.

It was also declared that, in the event of *A. B.'s* being permitted to rejoin the Office at Calcutta after the end of his leave, any Officer brought up from Calcutta to supply his place in the Simla Office was entitled to travelling and other allowances under these Rules.—(*No. 1310, 30th June 1876.*)

A claim to travelling allowance in behalf of an Officer (a Clerk who left Simla on Privilege Leave with permission to rejoin the Office at Calcutta, was negatived on the ground that the Officer's leave expired long before the Head-quarters were established at Calcutta.—(*See Rule 10 (a), No. 3022, 17th December 1875.*]

expenses may be charged at the rate of double first class fare by Rail, and 8 annas by Road, for a First Class Officer; half those rates for a Second Class Officer; actual third class Railway fare for a Third Class Officer; and actual fourth class Railway fare for a Fourth Class Officer. Provided that the allowance between Bombay and the Sanitarium may not be exceeded.

[NOTE.—Family travelling allowance may, on the same principle, be passed from a place other than Bombay to a sanitarium and *vice versâ* at the prescribed rates.]

8. An Officer who is absent on Privilege Leave when the Headquarters of the Government of Bombay are moved to or from a sanitarium, or who takes Privilege Leave during the move, and is permitted to rejoin his appointment at the sanitarium or Bombay, as the case may be, may, if his *locum tenens* has not received travelling allowance, draw, after his return to duty, the travelling allowance which he would have received if he had accompanied the Government on its removal.

(*Family Travelling Allowance.*)

9. (*a*) An officer above the grade of a clerk whose salary does not exceed Rs. 1,500 a month may charge for his wife and for his children travelling allowance as follows, in accordance with, and under the conditions of, the following rules:—

For his wife and for each child residing with and wholly dependent on him not less than 12 years old, first class Railway fare and 8 annas a mile by road. For each child less than 12, but not less than 3 years old, half those rates.

Provided that the aggregate travelling allowances for himself and family for the entire journey between Bombay and Mahableshwar shall not exceed Rs. 200, and between Bombay and Poona Rs. 75.

(*b*) A clerk may draw for his wife and for his children residing with him and wholly dependent on him travelling allowances as follows, in accordance with, and under the conditions of, the following rules:—

	For wife and for each child not less than twelve years old.	For each child less than twelve, but not less than 3 years old.
	1	2
(I.) If his salary is not less than Rs. 400 a month.	1st class fare by Rail and 8 annas a mile by Road.	Half the rates in column 1.
(II). If his salary is less than Rs. 400 a month.	2nd class fare by Rail and 4 annas a mile by Road.	Half the rates in column 1.

Provided that travelling allowances of a clerk and his family shall not exceed :—

	Between Bombay and Poona.	Between Bombay and Mahableshwar.
	Rs. A. P.	Rs. A. P.
For a clerk whose salary is not less than Rs. 400 a month.	75 0 0	200 0 0
Ditto is less than Rs. 400 a month.	37 8 0	100 0 0

(*c*) An officer who is unmarried or a widower, having a mother or an adult sister wholly dependent on him and residing with him, may charge for her as for a wife. But if a clerk makes any charge under this Rule he must certify the facts on which depends his right to make the charge, and the certificate must be countersigned by the Head of the Office.

10. A certificate in the following form should be attached to every bill for family travelling allowance:—

The following members of my family made this journey :—

My wife, or my mother or adult sister residing with me and wholly dependent on me.

Child more than twelve years old residing with me and wholly dependent on me.

Child more than three years, but not more than twelve years old.

(Signed) *A. B.*

11. The widow, mother, adult sister, or eldest motherless child of an officer dying at a sanitarium for the expenses of whose journey to Bombay the officer, if he had lived, would have been entitled to charge under these Rules, may charge her or his travelling expenses to Bombay at the rate which would have applied to the deceased officer personally. For other members of the family of the deceased officer for whose travelling expenses he would have been entitled to charge, the usual rates may be charged.

III.—MAINTENANCE ALLOWANCE.

Special Maintenance Allowance.

12. If, in any season, the cost at a sanitarium of articles of prime necessity is decidedly more than in Bombay and so exceptionally high as in the opinion of the Governor in Council in the Financial Department to warrant the concession, a special main-

tenance allowance will be granted to each clerk at the rates shown in column 2 of the schedule.

13. A clerk whose family is residing with him at a sanitarium may draw special maintenance allowance at double those rates.

Family Maintenance Allowance.

14. If a married clerk, or a clerk who, though unmarried, or a widower, has a family entirely dependent on him, is compelled, in consequence of his proceeding with the Head-quarters of the Government from Bombay to a sanitarium and *vice versâ*, to maintain an additional domestic establishment for himself or them which he would not otherwise have maintained, he may draw a family maintenance allowance at the rates shown in column 3 of the Schedule.

15. Provided that no clerk who has charged, on account of any member of his family, travelling allowance under Rule 9 may draw family maintenance allowance; and no clerk may at the same time draw double special maintenance allowance under Rule 13 and family maintenance allowance under Rule 14. The allowances of an officer who takes part of his family to a sanitarium and leaves part in Bombay or *vice versâ* are regulated at the officer's option, with respect to the former, ignoring the latter, or with respect to the latter, ignoring the former.

16. Family maintenance allowance may not be drawn without the special orders of the Head of the Office to which the clerk belongs, who will satisfy himself that the allowance is properly due. The orders of the Head of the Office are to be passed upon a written statement by the clerk of the precise circumstances under which he claims the allowance; and the written statement and the order upon it must be repeated each season and be attached to the first bill of the season presented for family maintenance allowance. Family maintenance allowance should not be granted to an officer accompanying the Government from a sanitarium to Bombay, unless it has been officially announced that the Government of Bombay will return to the sanitarium in the following season, and there is a strong probability that the Officer will accompany it. If either in consequence of the Government not moving to the sanitarium the following season or of the Officer not being ordered to accompany it, it should be ultimately necessary for him to bring his family down to Bombay, he may charge their travelling expenses under Rule 9, but must refund the family maintenance allowance drawn for any period after the departure of the Government from the sanitarium.

17. Subject to the proviso in Rule 15, the maintenance allowances admissible under Rules 12, 13, and 14 may be drawn for the period of residence at the sanitarium or Bombay, as the case may be, and for one week before and after. This claim to allowances for

one week before and after the period of residence at the sanitarium or Bombay is not affected by reason of an officer being entitled to draw during the same periods any tour allowance for proceeding on tour from Bombay or from the sanitarium instead of accompanying the Head-quarters of the Government of Bombay.

[NOTE.—The date of arrival at the sanitarium or Bombay is included in "Residence," but not the date of leaving the sanitarium or Bombay.]

18. (*a*) A clerk on sick leave, if not permitted to rejoin his family, may, if his substitute is not entitled to the allowances prescribed in Rules 12 or 13 and 14, and if no extra expense is caused to the Government, draw them in full during his sick leave.

(*b*) A clerk on privilege leave, if permitted to rejoin office on the expiry of his leave at Bombay or a sanitarium, as the case may be, simultaneously with or after the arrival there of the Head-quarters of the Government of Bombay, may draw these allowances for seven days of his leave.

(*c*) If a clerk obtains privilege leave while at a sanitarium or Bombay, as the case may be, and rejoins at the sanitarium or Bombay, as the case may be, he may draw these allowances for the period of his absence, provided they have not to be paid to a substitute.*

IV.—EDUCATION ALLOWANCE.

19. A clerk who, on proceeding to Bombay or a sanitarium, places at a school, approved by the Head of the Office, any child not less than seven years old for the purpose of education may, if he is not in receipt of Family Maintenance Allowance under Rules 14 and 15, receive an Education Allowance equal in amount to the travelling allowance which would have been admissible to him on account of the child under Rule 9, if the child had accompanied him to Bombay or a sanitarium, as the case may be: provided always:—

(i) that this allowance, *plus* the travelling allowance actually drawn, shall not exceed the maximum travelling allowance admissible to the clerk;

* In reply to your letter No. 787S., dated 10th August 1880, I am directed to say that upon the grant of privilege leave to *A. B.*, 1st class clerk in this office, who accompanied the Government of India to Simla, acting promotions were given to two clerks in the office which involved the grant to each of these clerks of Simla Allowance at the rate of Rs. 10 a month in excess of the allowance admissible upon his substantive position. A portion only of his Simla Allowance of Rs. 125 a month, and not the whole amount of the allowance, having thus had to be paid to officers temporarily promoted in consequence of his absence, it is within the meaning of Rule 21 (c) of the Simla Allowances Code to allow to *A. B.* the benefit of the residue, or Rs. 105 a month, I am accordingly to request that you will withdraw the retrenchment referred to in your letter.—(*Letter to Comptroller General, No. 2481, dated 25th August 1880.*)

(ii) that the allowance shall not be paid until the officer has returned to Bombay or a sanitarium, as the case may be, after the expiry of his duty with the Government at Bombay or a sanitarium, as the case may be;

(iii) that the officer's claim to the allowance is supported by a certificate signed by the Head of the school, to the effect that the child has been borne on the rolls of such school during the whole term of the Officers' absence with the Government of Bombay or a sanitarium, as the case may be, and has during such time either boarded with one of the masters of such school or attended at such school at least three-fourths of the days on which the school was open.

[*N. B.*—If a school has two periods of attendance on each day, an attendance at only one period counts as only half a day's attendance.]

V.—HOUSE-RENT AT A SANITARIUM.

20. An officer who would be entitled, in virtue of his office, to presidency house-rent if his Head-quarters were in Bombay, may draw presidency house-rent.

[NOTE.—Presidency allowance is not continued during absence from Bombay.]

21. Clerks not provided with free quarters are entitled to an allowance for house-rent at the rates specified in the schedule. If their family reside with them at a sanitarium, and they do not receive Family Maintenance Allowance, they are entitled to twice the said allowance.

[NOTE.—No clerk has any claim to free quarters, and the Government does not undertake to bear the entire expenditure of the officer for house-rent, but only to give assistance towards it.]

SCHEDULE.

Maintenance Allowance and House-rent of Clerks.

SALARY.	Monthly special maintenance allowance.	Monthly family maintenance allowance.	House-rent for the season.
Less than Rs. 100	20	40	100
Rs. 100, but less than Rs. 150	20	50	100
„ 150 ditto 200	20	60	100
„ 200 ditto 300	25	70	100
„ 300 ditto 400	25	80	125
„ 400 ditto 500	25	90	150
„ 500 ditto 600	25	100	175
„ 600 ditto 700	25	100	200
„ 700 or more	25	100	225

Appendix B.

VI.—SANITARIUM ALLOWANCE TO INFERIOR SERVANTS.

22. One-third is added as "Sanitarium Allowance" to the salary of every Inferior servant from the day of his departure from Bombay to the day of his return thereto, inclusive.

VII.—SPECIAL ALLOWANCES TO INFERIOR SERVANTS.

23. An Inferior servant, whose salary does not exceed Rs. 12, draws while actually at a sanitarium, besides his Sanitarium Allowance, an allowance of Re. 1 a month.

PART IV.—DARJEELING ALLOWANCE CODE.

Memorandum of summary of the rules for the grant of allowances to officers accompanying the Honourable the Lieutenant-Governor of Bengal to and from Darjeeling.

(Orders of the Government of India in the Department of Finance and Commerce, No. 2637, dated 31st August 1881.)

I.—IN CONSEQUENCE OF REMOVAL TO AND FROM DARJEELING.

1.—TRAVELLING ALLOWANCES.

A.—Officers above the grade of clerks.

Double first class fare by Railway including Steam-tramway, eight annas a mile by road.

B.—Clerks and Inferior servants.

Fixed allowances as follows on account of personal travelling expenses—

	Rs.	
For clerks on salary of not less than Rs. 400 a month .	80	each way.
Ditto ditto of less than Rs. 400 a month, but not less than Rs. 50 a month . . .	50	
Ditto ditto of less than Rs. 50 „ . . .	40	
For Inferior servants	13	

Any clerk or Inferior servant who can satisfy the Head of his Department that he has urgent reasons for proceeding to Calcutta owing to serious illness among the members of his family or for other sufficient grounds, shall once in a season be permitted to go and return at the Government expense.

C.—Press Establishment.

Superior members will be entitled to travelling allowances according to the rules for clerks in Division B.

Inferior servants, such as Distributors, Pressmen, &c., will be entitled to travelling allowances according to the rules for Inferior servants in Division B.

Appendix B.

2.—Extra Allowances at Darjeeling.

D.—Clerks.

Allowances on the following scale shall be granted in addition to salary, beginning from the day of leaving Calcutta to the day of return thereto :—

	Extra Allowance. Rs.	
Registrar, pay Rs. 687	100	a month.
Head Assistant, Rs. 400 rising to Rs. 600	100	
First Grade Assistant Rs. 300 rising to Rs. 400	100	
Second ditto „ 200 ditto „ 300	80	
Third ditto „ 150 ditto „ 200	70	
Fourth ditto „ 100 ditto „ 150	60	
Fifth ditto „ 60 ditto „ 100	50	
Clerks on salary of less than Rs. 60, but not less than Rs. 25 a month	40	

E.—Inferior Servants.

Addition of one-third of salary from the day of leaving Calcutta to the day of return thereto, with an extra allowance of one rupee to those whose salary does not exceed Rs. 12 for the period of residence in Darjeeling.

F.—Press Establishment.

Superior servants—

Excepting compositors	Same as for clerks in Division D.
Compositors	An amount equal to their pay in Calcutta.
Inferior servants	One-third of salary.

3.—Charge Allowance.

Registrar in charge of office at Darjeeling	80 a month.
Head Assistant or clerk in charge of office at Darjeeling If the number of clerks is more than four	80 „
If the number of clerks is not more than four	50 „
Reader in charge of Press	25 „

These allowances are payable during the period spent on service in Darjeeling, and are admissible without reference to other allowances to which the officers are entitled.

[Note.—These allowances are also admissible during the Lieutenant-Governor's tour by land or river.]

4.—Warm clothing to Inferior Servants.

Jemadars, daftaries and peons will, in addition to a suit of uniform, receive every year a blanket costing Rs. 2-8, or an allowance of that amount for a blanket.

Appendix B.

PART V.—NAINI TAL HILL ALLOWANCE CODE.

(Not finally settled. Will be issued hereafter.)

PART VI.—PUNJAB HILL ALLOWANCE CODE.

Code of Rules regarding Allowances to Public Officers required to accompany the Head-Quarters of the Government of the Punjab to and from Simla.

[*N. B.—From this date, no former Edition or Rules should be quoted. The Rules in this Code are liable to alteration, should such a course be deemed necessary, in consequence of change in the circumstances of the yearly move to Hill Stations or other Sanitaria, and the conditions of residence there.*]

I.—PRELIMINARY.

[NOTES.—(1) In these Rules—

"Pay" means substantive monthly pay; "Salary" means the sum of Pay and Acting Allowance or Charge Allowance, but does not include remuneration for the performance of a special duty.

"Clerk" means an Officer on a Ministerial Establishment not being an Inferior servant.

"Inferior servant" means an officer whose service does not count as Superior under the Rules in the Civil Pension Code.

"Family" in Parts III and V includes the officer's wife, his legitimate children wholly dependent on, and residing with him; and also his parents, sisters, and minor brothers if wholly dependent on, and residing with him.]

Allowances are made to the following officers and their establishments required to accompany the Lieutenant-Governor to Simla:—

Secretaries to Government in all Departments.
Financial Commissioner.
Surgeon-General.
Sanitary Commissioner.
Inspector-General of Police.

The authorized officers, other than Secretaries to Government, must report for approval of Government in the Civil Department the strength of the establishment they purpose taking up.

[NOTES.—(1) The general Rules in this Code do not apply to the Secretariat Press establishment at Simla. The Rules in Part IX apply to the Press.

(2) Arrangements should be carefully made to avoid moving to Simla larger establishments than are absolutely necessary. As far also as is compatible with the efficiency of the offices, clerks without families should be selected to accompany the Government to Simla. Of Inferior servants, as few as possible should be taken backwards and forwards, as it is cheaper to employ such, for the season only, at Simla and Lahore.

(3) For the purposes of Rules 16 and 25, a child boarding at a school at Simla, approved by the Head of the office, is to be considered as "residing with" the clerk. A claim to allowances on this ground must be supported by a certificate signed by the Head of the school, to the effect that the child has

Appendix B.

been a boarder in the school, and, in respect of claim to allowance under Rule 16, for the period for which the allowance is claimed.]

2. An Officer residing at Simla may draw his salary and the allowances admissible under these Rules either at Simla or at Lahore, or partly at Simla and partly at Lahore.

[NOTE.—Last-pay certificate is not required to enable salary to be drawn under this Rule.]

II.—TRAVELLING ALLOWANCE.

3. Officers are divided into six classes—

First.—Officers whose salary exceeds Rs. 1,500.

Second.—Other Officers above the grade of clerks, and clerks whose salary is not less than Rs. 400.

Third.—Clerks whose salary is less than Rs. 400, but not less than Rs. 50.

Fourth.—Other clerks.

Fifth.—Inferior servants whose salary is not less than Rs. 10.

Sixth.—Other Inferior servants.

4. Travelling expenses may be charged according to the following scale :—

	For the Officer himself.	For his wife, and for each child residing with, or wholly dependent on him, not less than twelve years old.	For each child less than twelve, but not less than three years.	Aggregate travelling allowances for officer himself and his family not to exceed for each journey.
First class—		Rs.	Rs.	Rs.
Actual authorized expenses within the limit of* .	Rs. 150 . . .	50	25	600
Second class . . .	Double 1st class fare by Railway and 8 annas a mile by road† . .	50	25	400
Third class	Rs. 41, for the journey by road each way† . .	45	22	250
Fourth class; a fixed sum .	Double 2nd class fare by Railway and Rs. 36 for each journey† . .	20	10	100
Fifth class; ditto .	„ 15 do. do.† .	*Nil*	*Nil*	*Nil.*
Sixth class; ditto .	„ 12 do. do.† .			

* Government does not undertake to bear the cost of the conveyance of horses or other animals, and no charge should be made for their conveyance by an officer entitled to charge actual expenses.

† A. B., a clerk, having, after arrival at Simla, obtained leave on medical certificate to go to sea, his actual personal travelling expenses to Calcutta and back to Simla were granted. These expenses were to be carefully limited to what was absolutely necessary, not exceeding the amount admissible to A. B. under these Rules.

It was also declared that, in the event of A. B.'s being permitted to rejoin the office at Calcutta after the end of his leave, any officer brought up from Calcutta to

Appendix B.

supply his place in the Simla office was entitled to travelling and other allowances under these Rules.—(*No. 1310, 30th June, 1876.*)

A claim to travelling allowance in behalf of an officer (a clerk), who left Simla on Privilege Leave with permission to rejoin the office at Calcutta was negatived on the ground that the officer's leave expired long before the Head-quarters were established at Calcutta (*see Rule 21 (b)*).—(*No. 3022, 17th December, 1875.*)

5. An officer who is unmarried or a widower, having a mother or an adult sister wholly dependent on him and residing with him, may charge for one such member of his family as for a wife.

6. A Military officer on the personal staff of the Lieutenant-Governor may charge for the conveyance of his horses according to his rank under the general rules in force for Military officers.

7. If an officer for any reason (*e. g.*, by reason of travelling in a special train) does not pay his own personal travelling expenses, including the cost of conveyance of baggage and personal attendants, the amount of his allowances admissible under the Rules in this Code must be reduced to the extent of the expenses which he would otherwise necessarily have incurred on such account.

8. An Officer of the Fifth or Sixth Class ordered, for public reasons, to travel by a train containing no Third Class accommodation may draw, under the countersignature of the Registrar or Chief Clerk of his office, in addition to his fixed allowance, the difference between Intermediate Class and Third Class fare for the distance so travelled.

9. A certificate in the following form must be attached to the bill for travelling allowances of an Officer of the First Class:—

(1) *I certify that I have actually paid the amount of this bill, and that it does not include any charge for the freight of any stores or goods other than my personal luggage (or the personal luggage of myself and family, as the case may be), or any charge for Refreshments or Hotels or Staging Bungalows.*

10. A certificate, as follows, must also be appended to the bill of an officer who charges travelling allowances for his family:—

The following members of my family made this journey:—

My wife (or my mother or adult sister residing with me and wholly dependent on me).

Child not less than twelve years old residing with me and wholly dependent on me.

Child less than twelve years, but not less than three years old.

(*Signed*) A. B.

[NOTE.—This certificate must, in the case of a clerk other than a Registrar or Chief Clerk, be countersigned by the Registrar or Chief Clerk.]

12. The widow, mother, adult sister, or eldest motherless child of an officer dying at Simla, for the expenses of whose journey to Lahore the officer, if he had lived, would have been entitled to charge under these rules, may charge her or his travelling expenses to Lahore at the rate which would have applied to the deceased officer personally. For other members of the family of the deceased officer, for whose travelling expenses he would have been entitled to charge, the usual rates may be charged.

13. If an officer, or any member of his family entitled to travelling expenses, proceeds to Simla from any place other than Lahore, or proceeds from Simla to any place other than Lahore, his or her travelling expenses may be charged: provided that no higher charge can be admitted than would have been admitted had the journey been made from or to Lahore direct.*

14. If an officer makes a journey on public duty on the occasion of the movement of the Government of Punjab to or from Lahore or Simla, instead of accompanying the Head-quarters of the Government, he may, if his family proceeds to Lahore or Simla (as the case may be), charge the travelling allowances admissible under Rules 4 and 5 for his family.

15. An officer who is absent on privilege leave when the Head-quarters of the Government of Punjab are moved to or from Simla, or who takes privilege leave during the move, and is permitted to rejoin his appointment at Simla or Lahore, as the case may be, may, if his *locum tenens* has not received travelling allowance, draw after his return to duty the travelling allowance which he would have received if he had accompanied the Government on its removal.

III.—MAINTENANCE ALLOWANCES.

Special Maintenance Allowance.

16. A Special Maintenance Allowance is granted to each clerk at the rates shown in column 3 of the Schedule.

17. A clerk whose family is residing with him at Simla may draw Special Maintenance Allowance at double those rates.

Family Maintenance Allowance.

18. If a married clerk, or a clerk who, though unmarried, or a widower, has a family entirely dependent upon him, is compelled, *in consequence of his proceeding with the Head-quarters of the Government from Lahore to Simla or from Simla to Lahore,* to maintain an

* This Rule was not intended to provide travelling allowances for a member of an officer's family making the journey otherwise than with the Head-quarters of the Government of Punjab, or about the time of the move of the Head-quarters of the Government of Punjab. In this view, an officer's claim to travelling allowance on account of his wife proceeding from Simla to Bombay six weeks before the breaking up of the Head-quarters of the Government of India to Simla was negatived.—(*Financial Resolution No. 2916, dated 13th December, 1875.*)

additional domestic establishment for himself or them, which he would not otherwise have maintained, he may draw a Family Maintenance Allowance at the rates shown in column 2 of the Schedule.

19. Provided that no clerk who has charged on account of any member of his family Travelling Allowance under Rule 4 or 5 may draw Family Maintenance Allowance; and no clerk may, at the same time, draw double Special Maintenance Allowance under Rule 17, and Family Maintenance Allowance under Rule 18. The allowances of an officer who takes part of his family to Simla and leaves part in Lahore, or *vice versâ*, are regulated at the officer's option, with respect to the former, ignoring the latter, or, with respect to the latter, ignoring the former.

20. Family Maintenance Allowance may not be drawn without the special orders of the Head of the office to which the Clerk belongs, who will satisfy himself that the allowance is properly due. The orders of the Head of the office are to be passed upon a written statement* by the clerk of the precise circumstances under which he claims the allowance; and the written statement, and the order upon it, must be repeated each season, and be attached to the first bill of the season presented for Family Maintenance Allowance. If, for reasons which appear sufficient to the Head of the Office, it should be ultimately necessary for a clerk who has drawn Family Maintenance Allowance to bring his family to Simla or Lahore, he may charge their travelling allowance, but must refund the Family Maintenance Allowance drawn for any period after the departure of the Government from Simla or Lahore, as the case may be.

21. Subject to the proviso in Rule 19, the Maintenance Allowances admissible under Rules 16, 17, and 18 may be drawn for the period of residence at Simla or Lahore, as the case may be, and for four days before and after. This claim to allowances for four days before and after the period of residence at Simla or Lahore is not affected by reason of an officer's being entitled to draw during the same periods any Tour Allowance for proceeding on tour from Lahore or from Simla, instead of accompanying the Head-quarters of the Government of Punjab.

NOTE.—The date of arrival at Simla or Lahore is included in "Residence," but not the date of leaving Simla or Lahore.]

22. (*a*) A clerk on sick leave, if not permitted to rejoin his family, may, if his substitute is not entitled to the allowances prescribed in Rules 16, 17 and 18, and if no extra expense is caused to the Government, draw them in full during his sick leave.

* No charge for Family Maintenance Allowance should be passed without the written statement and the order upon it prescribed in this Rule.—(*Letter to Comptroller-General, No. 4505, dated 16th December 1872.*)

(*b*) A clerk on privilege leave, if permitted to rejoin office, on the expiry of his leave, at Lahore or Simla, as the case may be, simultaneously with, or after the arrival there of, the Head-quarters of the Government of Punjab, may draw these allowances for four days of his leave.

(*c*) If a clerk obtains privilege leave while in Simla or Lahore as the case may be, and rejoins in Simla or Lahore, as the case may be, he may draw these allowances for the period of his absence, provided they have not to be paid to a substitute.*

23. Section-writers paid at ordinary section rates, and temporary clerks whose pay is fixed at Lahore rates, if ordered to accompany the Government of Punjab from Lahore or Simla, draw Maintenance Allowances under Rules 16, 17 and 18. But if the remuneration of such officers is fixed upon the understanding that their work will be done at Simla, Maintenance Allowances are not admissible to them. No officer engaged in Simla, or elsewhere than in Lahore, for temporary duty at Simla, is entitled to any allowance except his salary.

IV.—EDUCATION ALLOWANCE.

24. A clerk who, on proceeding to Lahore or Simla, leaves behind him at Simla or Lahore (as the case may be) any child not less than seven years old for the purpose of education may, if he is not in receipt of Family Maintenance Allowance under Rules 18 and 19, receive an Education Allowance equal in amount to the Travelling Allowance which would have been admissible to him on account of the child under Rule 4 if the child had accompanied him to Lahore or Simla (as the case may be) : Provided always—

(i) that this allowance *plus* the Travelling Allowance actually drawn shall not exceed the maximum Travelling Allowance admissible to the clerk ;

(ii) that the allowance shall not be paid until the Officer has returned to Simla or Lahore (as the case may be) after the expiry of his duty with the Government of Punjab at Lahore or Simla (as the case may be) ;

* In reply to your letter No. 787 S., dated 10th August 1880, I am directed to say that upon the grant of Privilege Leave to A. B., 1st class clerk in this office, who accompanied the Government of India to Simla, acting promotions were given to two clerks in the office which involved the grant to each of these clerks of Simla Allowance at the rate of Rs. 10 a month in excess of the allowance admissible upon his substantive position. A portion only of his Simla Allowance of Rs. 125 a month, and not the whole amount of the allowance having thus had to be paid to Officers temporarily promoted in consequence of his absence, it is within the meaning of Rule 18 (*c*) of the Simla Allowances Rules to allow to A. B. the benefit of the residue, or Rs. 105 a month. I am accordingly to request that you will withdraw the retrenchment referred to in your letter.—(*Letter to Comptroller-General, No. 2481, dated 25th August 1880.*)

(iii) that the officer's claim to the allowance is supported by a certificate signed by the Head of some school in Lahore or Simla (as the case may be), approved by the Head of the office, to the effect that the child has been borne on the rolls of such school during the whole term of the officer's absence with the Government of Punjab at Simla or Lahore (as the case may be), and has during such time either boarded with one of the masters of such school or attended at such school at least three-fourths of the days on which the school was open.

[*N. B.*—If a school has two periods of attendance on each day, an attendance at only one period counts as only half a day's attendance.]

V.—HOUSE-RENT AT SIMLA.

25. Clerks not provided with free quarters are entitled to an allowance for House-rent at the rates specified in the Schedule. If their family reside with them at Simla and they do not receive Family Maintenance Allowance, they are entitled to twice the said allowance.

26. But if the Officer arrives at Simla on or after August 1st, he will receive only half these rates.

[NOTE.—No clerk has any claim to free quarters, and the Government does not undertake to bear the entire expenditure of the officer for house-rent, but only to give assistance towards it.]

VI.—ALLOWANCES TO INFERIOR SERVANTS.

27. Inferior servants are entitled to an extra allowance equal to one-third of their salary for the period of their stay at Simla, and for the period actually occupied in their journey between Lahore and Simla: Provided always that not more than four days shall be allowed for the journey; and provided also that the allowance during the journey is not drawn in addition to any other allowance to which a servant may be entitled by reason of his proceeding on tour on public duty from Lahore.

28. An Inferior servant whose salary does not exceed Rs. 12 draws, while actually at Simla, besides the allowance prescribed in Rule 27, a special allowance of Re. 1 per month.

29. (*a*) Messengers who are not in personal attendance on a Secretary, Under-Secretary or Assistant Secretary, and other Inferior servants, receive a suit of country woollen cloth, costing not more than Rs. 7½ yearly, or Rs. 15 every second year.

(*b*) Every Inferior servant receives, once a year, either a blanket costing not more than Rs. 2½, or an allowance of Rs. 2½.

Appendix B.

VII.—ADVANCES OF PAY, &c.

30. Advances to officers proceeding to or from Simla are regulated as follows:—

(*a*) The advance of the salary or travelling allowance of a gazetted officer requires the written sanction of the Government in the Department to which he belongs.

(*b*) The salary and other allowances of a clerk or Inferior servant for the month in which he leaves Lahore or Simla, as the case may be; and his travelling allowance may be advanced by, or on the countersignature of, the Head of the office.

31. Advances of salary and allowances must be adjusted on the next pay bill, and advances of travelling allowance by bills within one week after the officer's arrival at his destination.

VIII.—DEPUTATION ALLOWANCES.

32. A clerk officiating as Superintendent of the office or Chief Clerk at Simla, in the place of the Office Superintendent or Chief Clerk remaining on duty at Lahore, receives, while actually on duty at Simla, a Deputation Allowance of Rs. 80 a month.

IX.

33. An officer employed in the Press Establishment at Simla will receive, during his absence from Lahore, the following allowances:—

Officer in charge of Press, Maintenance Allowance under Rules 16, 17 and 18, Sec. III.: Travelling Allowance under Rule II. (4); and House-rent under Rule V., paras. 25 and 26.

Compositors, Pressmen, Foremen, Section-holders, Clerks, &c., Travelling Allowance under Rule II. (4), and House-rent, when not provided with quarters, under Rule V., paras. 25 and 26.

SCHEDULE.

Maintenance Allowances and House-rent of Clerks.

Salary.	Monthly Family Maintenance Allowance.	Monthly Special Maintenance Allowance.	House-rent for the Season.
	Rs.	Rs.	Rs.
Less than Rs. 100 . . .	40	20	100
Rs. 100, but less than Rs. 150 .	50	20	100
„ 150, ditto „ 200 .	60	20	100
„ 200, ditto „ 300 .	70	25	100
„ 300, ditto „ 400 .	80	25	125
„ 400, ditto „ 500 .	90	25	150
„ 500, ditto „ 600 .	100	25	175
„ 600, ditto „ 700 .	100	25	200
„ 700, or more . . .	100	25	225

APPENDIX C.

(See Section 55.)

ENCLOSURE TO PUBLIC WORKS DEPARTMENT CIRCULAR No. XLII (RAILWAY) OF 1881.

STATE RAILWAYS.

RULES FOR FREE PASSES.

Nature of Passes.

1. Free passes are of four kinds—

A.—Gold Passes,
B.—Silver ,,
C.—Card ,,
D.—Cheque ,,

but it must be distinctly understood that these rules give no one a title to claim a free pass, except those officers of the Postal Department hereafter mentioned.

2. A gold pass entitles the holder to travel at any time over all Indian State Railways.

3. A silver pass entitles the holder to travel at any time over the particular Railway or Railways for which it is granted.

A silver pass held by an officer of a Guaranteed Railway Company will permit the holder to travel over every State line in immediate connection with the Railway to which the officer belongs.

A silver pass held by an officer of the Consulting Engineer's Department holds good over every State line on which officers of that Department have official business. This also applies to Chief Engineers of Provincial Railways, and to analogous cases.

4. A card pass entitles the holder to travel over the particular Railway, or portion of the Railway, for which it is granted at any time within the dates specified on the pass.

As a rule, a card pass should only be issued for that portion of the Railway over which the employé has to travel. It is left, however, to the discretion of the Manager to extend the privilege of the pass as occasion may require.

5. A cheque pass entitles the holder to travel on the particular Railway, or portion of the Railway, for which it is granted on the date and within the limits of distance specified on the pass.

Appendix C.

Issue of Passes.

6. The officers empowered to issue passes under the following rules are :—

(*A*) *Gold Passes.* (*B*) *Silver Passes.*	The Director General of Railways.
(*C*) *Card Passes.* (*D*) *Cheque Passes.*	The Manager* of the Railway for which the pass is available.

As regards cheque passes, the Manager can depute this power to any officer of the Railway, being a head of a Department, and also to the Assistant Superintendent of Telegraphs; but passes given by such officers must be confined to persons employed in their own Departments.

The Director General of the Post Office can issue cheque passes to employés travelling on *bonâ fide* Railway Mail Service. He can depute this power to such officers of the Railway Mail Service as he may desire.

7. In the absence of any of the officers to whom power may be deputed, one assistant, to be named by each of them, may issue cheque passes for, and on the responsibility of, the said officer or officers.

8. The persons to whom passes may be given are :—

(*A*) *Gold Passes*—

The Secretary to Government of India, Public Works Department.
„ Director General of Railways.
„ Director General of the Post Office of India.
„ Director General of Telegraphs.
„ Consulting Engineer to the Government of India for State Railways.
„ Inspector General, Railway Mail Service.
„ Accountant General, Public Works Department, or the officer of his Department in immediate charge of Railway Accounts.

(*B*) *Silver Passes*—

The Manager. „ Superintendent of Way and Works. „ Locomotive Superintendent. „ Traffic Superintendent. „ Examiner of Accounts. „ Carriage and Wagon Superintendent.	Permanently attached to, and actually employed on, the particular Railway for which the pass is available.
„ Consulting Engineers to the Government of India, Madras and Bombay, and their Deputies.	
„ Agent „ Chief Engineer „ Locomotive Superintendent „ Traffic Manager „ Chief Auditor	of each Guaranteed Railway in direct connection with a State Railway.
„ Superintendents, Railway Mail Service. „ Assistant Superintendent of Telegraphs. „ Chief Executive Officer, Railway Police.	when their beats of service extend over the whole length of the Railway.

* By "Manager" in these Rules is meant the chief officer charged with the executive control of the Railway for the time being.

Appendix C.

(C) *Card Passes*—

Executive Officer, Railway Police, over portion of line within his beat.

All other officers and employés permanently or temporarily attached to, and actually employed on, a particular Railway, and whose duties demand frequent travelling over the Railway or portions of it.

The following officers and employés of the Post Office and Telegraph Departments :—

Local Heads of Postal Circles, over portions of lines within their circles.

Superintendents, Railway Mail service, over portions of lines within their beats.

Inspectors, Record clerks, Camp clerks } attached to the Railway Mail Service.

Superintendents, Mail Overseers } within their divisions.

Village postmen within their beats.

Such officers and employés of the Telegraph Department whose duties in regard to the Railway Telegraph necessitate constant travelling over the line, or over certain portions of it.

Also, at the discretion of the Manager—

Ministers who constantly minister to the spiritual wants of the servants of the Railway.

Contractors or Contractors' Agents employed in the construction or maintenance of the Railway.

Refreshment Contractors.

(D) *Cheque Passes*—

Assistants Director General of the Post Office, when travelling on *bonâ fide* Postal service.

Employés of the Railway Mail Service.

Persons other than those above mentioned, whose duties are connected with the Railway service, but which do not involve frequent travelling on the railway.

Also to the following at the discretion of the Manager :—

Officers of English, Foreign, Guaranteed, or other Railways and their families.]

[NOTE.—Officers travelling in the course of duty, and who are eligible for Travelling Allowance for the performance of that duty, are not entitled to a free pass.

Wives and children of officers and subordinates employed on the Railway.

Ministers when occasionally ministering to the spiritual wants of the servants of the Railway.

Refreshment Contractors' Agents, and Managers attached to the Railway refreshment rooms.

9. Gold and silver passes entitle the holders to 1st class accommodation.

Appendix C.

10. On card and cheque passes the class in which the holders are to travel will be entered, according to the following rules :—

All officers of the superior establishment . . .	1st Class
All persons employed in the subordinate establishment (including Foremen, Inspectors, Station Masters, &c.,) drawing a salary of, or equivalent to, Class D, or a higher class	2nd „
All persons employed in the minor establishment, and those drawing the salary of, or equivalent to, Class C, or a lower class	3rd or 4th Class

(*at the discretion of the issuer*).

All officials of the Postal and Telegraph Departments according to the rules prescribed by the Government.

Form of Passes.

11. Gold and silver passes will be of forms approved by the Government of India, and will have the name or official title (as the case may be) of the holder legibly engraved upon them. Each kind will be numbered consecutively.

12. Gold and silver passes will be provided and issued by the Director General of Railways, and must be returned to him on an officer vacating his appointment, and not handed over to his successor. Complimentary metal passes issued to officers of Guaranteed Railways will be issued through the Manager of the principal State Railway in connection, and must be returned through him on an officer vacating his appointment. Similarly metal passes for officers of State Railways will be issued through the Manager of each line, and returned through him on any change of appointment occurring.

13. Card and cheque passes will be written in the prescribed forms. The name and title of the holder must be entered in each pass, as well as the dates on which cheque passes, and within which card passes, are available.

When in the case of subordinate members of the Railway Establishments, Police Force, Postal and Telegraph Departments, it is found impracticable to enter the names, they may be omitted at the discretion of the Manager. In the case of gangs, the name of the mate and number of men will be sufficient.

14. Cheque passes will be issued for single journeys only.

15. Card passes should not be issued for less period than one month, and may be for any length of time at the discretion of the Manager.

16. Card passes will be issued by Managers to employés of the Postal and Telegraph Departments on requisitions from authorized officers. The issue of these passes will be strictly confined to those employés specified in paragraph 8 (*C*) ; and they should be made available only over those portions of the Railway within the respect-

ive circles or beats of the holders. The period for which these passes may be issued is left to the discretion of the Manager, but it should not exceed one year.

In the event of any officer having to be provided with card passes over several State lines or portions of them, the Director General of Railways or the Local Government administering its Provincial lines will arrange for one pass to hold good over the several portions.

17. Card and cheque passes will also be numbered consecutively.

Use of Passes.

18. Gold and silver passes can only be used by the holders, and are in every case to be considered personal.

The gold passes held by the Directors General of the Post Office and Telegraphs may also be used by the Deputies Director General.

19. Subject to the provisions of paragraph 13, card and cheque passes can only be used by the persons whose names are entered on the passes.

20. Card passes can only be used within the dates, and cheque passes on the dates specified therein.

21. Each holder of a gold, silver, or card pass must return it to the issuer on ceasing to hold office, or upon going on furlough or leave necessitating the appointment of a substitute.

22. Each holder of a card pass must return it to the issuer on the day next following that upon which the pass expires. (See Rule 38.)

23. Each holder of a cheque pass must deliver it up at the end of his journey under the pass, whether called upon to do so or not.

24. All passes of every kind are to be examined by ticket collectors as minutely as ordinary tickets, whenever the tickets of other passengers are examined.

25. Ticket collectors are directed to enquire the name of every holder of a gold or silver pass, and enter it, as well as the title engraved on the pass, in their reports.

26. Each holder of a pass who is unable to produce it when travelling, and called upon to do so by a ticket collector, will be required to pay full fare in precisely the same way as an ordinary passenger who is unable to produce his ticket.

Free Passes for Servants and Baggage.

27. All first class passes entitle the holders to take two servants, and all second class passes one servant, with them in a third class carriage, free of charge.

Appendix C.

28. The holder of any description of pass will be entitled to have his baggage conveyed free to the following extent :—

1st class pass	. . . . .	3 maunds.
2nd „ „	. . . . .	1½ „
3rd „ „	. . . . .	20 seers.

29. In case of the first appointment, or of the transfer, of any officer or subordinate employed on the Railway, or on the issue of a complimentary free pass under the last paragraph of Rule 8 (*D*), the Manager may, at his discretion, issue a cheque pass for additional servants, or for the carriage of a reasonable amount of baggage or such horses and other domestic animals as are really wanted for use in addition to the amount mentioned in the last rule. The Manager may also depute this power to any officer of the Railway, being Head of a Department, subject to the proviso attached to paragraph 6.

30. Railway employés who are obliged to reside at a distance from any centre of supply, may, subject to the discretion of the Manager, have a package conveyed free daily between such centre of supply and the Railway station nearest to them. The free conveyance of such a package is subject to the condition of its containing *bonâ fide* supplies for personal use, and not for sale. The size and character of the package and any other necessary regulations will be laid down by the Manager.

Refreshment Contractors may also be allowed free carriage of a box of provisions and ice daily for each refreshment room at the discretion of the Manager.

A card pass may be allowed at Manager's discretion for a servant of employés, and also one amongst the inferior native employés at remote stations for the convenience of obtaining supplies for daily use. This indulgence should, however, be only given in very special cases.

Audit of Passes.

31. A return of the card and cheque passes issued by every officer will be made to the Audit Office of the Railway each month in the prescribed form (G 21).

32. This return will be rigidly scrutinised in the Audit Office, and compared with the collected passes. It is the duty of the auditing officer to bring to the notice of the Manager every case in which it appears to him that passes have been irregularly issued.

The column of this return in which the reason for the issue of every pass is to be entered, must be invariably filled up.

33. An abstract statement of the numbers of free passes issued, together with a note of any passes to which he may take exception, is to be forwarded monthly by the Auditor to the Manager, and the return will be duly recorded in the minutes of the next official meeting.

*34. The issue of any metal pass is to be promptly notified to the Manager of each Railway for which such pass is available.

Miscellaneous Rules.

35. The transfer of passes is strictly prohibited.

36. Any pass used irregularly is liable to be stopped.

37. On short lines, where the ticket collectors and examiners can have no difficulty in making themselves acquainted with all the superior officers, metal passes are not required, and will not be issued. The Director General of Railways will take the orders of the Government of India in all such cases before issuing passes.

38. State Railway passes will not, as a rule, be issued for any State line worked by the East Indian or a Guaranteed Railway unless so stated in the articles of agreement. Instead, the rules of such Railway will have force on those lines.

39. A copy of these rules will be issued to an officer at the time he is provided with a metal pass. A receipt for the pass will be taken from the recipient, and will be returned on the return of the pass.

By Order,
W. S. TREVOR, *Col., R.E.,*
Offg. Secretary.

SIMLA;
November 16th, 1881.

APPENDIX D.

(*See Section 60, Rule 4.*)

MARINE DEPARTMENT ORDER No. 71 OF 1878.

GENERAL ORDER.
MARINE DEPARTMENT.
Simla, the 18th October 1878.

No. 71.

TABLE MONEY.

Under instructions from the Right Hon'ble the Secretary of State for India, His Excellency the Governor General in Council is pleased to notify, in modification of Marine G. O. No. 32 of 8th December 1876, the scale of Table money hereafter payable by the Indian Government for the entertainment of its

Appendix D.

Officers and their families on board Her Majesty's ships of war employed in the Indian seas:—

Class.	Passengers.	ALLOWANCE PER DIEM			
		For Males.	For Females.	For Children of both sexes.	
				Between 16 and 7 years.	Under 7 years.
	Captain's Table.	£ s. d.	s. d.	s. d.	s. d.
I	Viceroy and Governor General of India	6 0 0 for the first 7 days 1 5 0 afterwards . .	16 8	8 4	6 3
	Each individual composing the suite	1 5 0 for every day .			
II	Governors and Commanders-in-Chief	4 0 0 for the first 7 days 1 1 0 afterwards . .			
	Each member of their suite . .	1 1 0 for every day .			
III	Lieutenant-Governors and Bishops	3 0 0 for the first 7 days 1 1 0 afterwards . .			
	Each member of their suite . .	1 1 0 for every day .	14 0	7 0	5 3
	Members of Council, Commissioners, Political Residents, and Secretaries to Government . .	3 0 0 for the first 7 days 1 1 0 afterwards . .			
IV	General Officers, Deputy and Assistant Secretaries to Government, and Political Agents .	1 1 0 for the first 14 days 0 15 0 afterwards . .			
V	Field officers on the staff, Colonels, Lieutenant-Colonels, and Officers of the Civil Departments of the army of the rank of General Officer, and also Civil Officers of equal rank in India .	0 15 0 for every day .	10 0	5 0	3 9
VI	Majors not on the staff, and officers junior in rank to Field Officers when not able to be received at the ward room mess.	0 12 0 for the first 14 days 0 9 0 afterwards	8 0 6 0	4 0 3 0	3 0 2 3
	Ward-room mess.				
VII	Majors not on the staff, Military Officers junior in rank to Field Officers and Officers of the Civil Departments of the army under the rank of General Officer, and also Civil Officers of equal rank in India.	0 9 0 for every day . .	6 0	3 0	2 3
	Gun-room mess.				
VIII	Military Officers when messed .	0 6 0 for every day . .	.....	.....	.....
	Other individuals on board* .	0 9 0 for the first 14 days. 0 6 0 afterwards . .	6 0 4 0	3 0 2 0	2 3 1 6

* Government of India.

MILITARY (MARINE) DEPARTMENT.

Fort William, 27th December 1882.

No. 1250.

Office Memorandum.

In continuation of Military (Marine) Department letter No. 1145, dated the 8th November 1882, the undersigned is directed to forward copy of a letter from the Secretary to the Naval Commander-in-Chief, stating that the rates for messing shown under Class VIII of Marine Department G. O. No. 71 of 1878 would, in His Excellency's opinion, be applicable to Government clerks and other Government Servants of similar status if entertained at gun-room messes of Her Majesty's ship of war.

Appendix D.

2. The question has been referred to the Secretary of State for the decision of the Lords Commissioners of the Admiralty. Meanwhile the above rates may, in the opinion of the Military Department, be accepted temporarily.

A. KENNEY-HERBERT, *Major*,
Offg. Asst. Secy. to the Govt. of India.

"Eurydice" at Bombay, 20th November 1882.

In reply to your letter No. 1047, of the 10th October 1882, I have the honour to inform you that His Excellency the Commander-in-Chief is of opinion that the rates for messing shewn under class VIII for "other individuals," sanctioned in Marine Department G. O. No. 71 of 1878, would be in his opinion applicable to Government clerks and other Government servants of similar status if entertained at gun-room messes of Her Majesty's ships of war.

(*Sd.*) H. C. W. GIBSON,
Secretary.

2. When the Viceroy, a Governor, or Commander-in-Chief, proceeds in a ship on a tour of inspection which requires him to disembark at various ports, the higher rate a day will in general only be paid for the seven days' entertainment following his first embarkation. If there are special reasons for repeating this payment, the Captain or officer in command of the vessel may represent the circumstance in the first instance to the official entertained for consideration, and if subsequently necessary, to the Admiralty.

3. When more than one distinguished person is embarked at the same time, the person of the highest rank is to be paid for according to the scale, and the other or others only at the rate of £1-5 or £1-1 a day per head, as the case may be.

4. When persons ordered passages shall prefer to join an inferior mess to that to which they are entitled to join by their rank, they will be permitted to do so. If a person entitled to be entertained at one table should, by personal invitation or favour, be received at a superior table, no additional allowance will be required for his entertainment; if the change be to an inferior table, such charge only will be made as would be payable for a person of the proper rank for entertainment at such inferior table.

5. The Captain's table includes the table of a Flag Officer or a Commodore, should there be one on board, and also the table of a Commander in the actual command of a ship. The ward-room is to be understood as including also the table of a Lieutenant or of a Navigating Officer in actual command.

6. When a person entitled to mess at a Captain's table (Scales I to VI) is entertained by a Lieutenant or Navigating Officer in command, such person is to be paid for as if entertained at a Captain's table.

7. The sums specified in the scale include provision for a reasonable number of servants, and for extra expenses of every kind, except bedding and such fittings as a dockyard may be ordered to furnish.

8. The periods for which the rates are to be paid shall commence on the day on which the first, and shall terminate on that on which the last, dinner is taken on board.

9. Should a passenger, for whom provision is made under competent authority, not embark, or having embarked subsequently disembark, or be transferred to another ship, the mess will be entitled to half the allowance to cover the expenses incurred in making the necessary preparations. No deduction is to be made from the allowance for the time passengers may land at intermediate places for their own pleasure.

10. When any official is ordered a passage, the Accountant Officer of the vessel will, under the orders of the Captain or Officer Commanding, inform such passenger of the rate authorized for his entertainment, and arrange for payment of the amount before the passenger leaves the ship, if possible, or upon his certificate by the Indian Government Treasury at the port of disembarkation, or at the nearest chief port, as the case may be.

11. Should the passenger not be satisfied with the statement of the Accountant Officer as to the class in the scale under which he is required to pay, the matter is to be at once referred to the authority ordering the passage. In the event of the latter officer agreeing with the passenger, the rate specified by the Accountant Officer should be paid and the circumstance reported to the Government of India.

12. When payments are made in Indian currency, they should be at the rate of exchange annually fixed by the Secretary of State for the adjustment of transactions between the Home and Indian Governments.

13. Civil and Military officers will be liable to deduction for messing under existing rules.

H. K. BURNE, *Colonel,*
Secy. to the Govt. of India.

APPENDIX E.

(See Section 60, Rule 4.)

MARINE DEPARTMENT ORDER No. 34, DATED JUNE 25TH, 1880.

GENERAL ORDER.

MARINE DEPARTMENT.

Simla, the 25th June 1880.

ALLOWANCES.

No. 34.—MESSING—

In supersession of Marine Notification No. 9 of 11th May 1877, the Right Hon'ble the Governor General in Council is pleased to

Appendix E.

notify the following rates of Table money payable for the entertainment of high functionaries, their suites, &c., on board Indian Government vessels. The rates are intended to cover all charges for messing, including wine, &c.:—

Class.	Passengers.	Allowance per diem			
		For males.	For females.	For Children of both sexes.	
				Between 16 and 7 years.	Under 7 years.
	Captain's Table.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
I	Viceroy and Governor General of India.	68 0 0 for the first 7 days... / 14 0 0 afterwards ...	9 0 0	5 0 0	4 0 0
	Each individual composing the suite.	14 0 0 for every day ...			
II	Governors and Commanders-in-Chief.	45 0 0 for the first 7 days... / 12 0 0 afterwards ...			
	Each member of their suite	12 0 0 for every day ...			
III (*a*)	Lieutenant-Governors and Bishops.	34 0 0 for the first 7 days... / 12 0 0 afterwards ...			
	Each member of their suite	12 0 0 for every day ...	8 0 0	4 0 0	3 0 0
(*b*)	Members of Council, Chief Commissioners, General Officers, Political Residents, and Secretaries to Government.	34 0 0 for the first 7 days... / 12 0 0 afterwards ...			
IV	Political Agents	12 0 0 for the first 14 days / 8 0 0 afterwards ...			

Note.—The above rates will be allowed for officers under Class IV only when embarking under special circumstances: when travelling as ordinary passengers, the rates laid down in G. G. O. No. 35 of 25th June, 1880, will be allowed.

2. When the Viceroy, a Governor, or Commander-in-Chief proceeds in a ship on a tour which requires him to disembark at various ports, the higher rate a day will, in general, only be paid for the seven days' entertainment following his first embarkation. If there are special reasons for repeating this payment, the officer in command of the vessel may represent the circumstance to the official entertained for consideration, and, if subsequently necessary, to the Government of India in the Marine Department.

3. When more than one distinguished person is embarked at the same time, the person of the highest rank is to be paid for according to the scale, and the other or others only at the rate of Rs. 14 or Rs. 12 a day per head, as the case may be.

4. The periods for which the rates are to be paid shall commence on the day on which the first, and shall terminate on that on which the last, dinner is taken on board.

5. Should a passenger for whom provision is made under competent authority not embark, or having embarked subsequently disembark, or be transferred to another ship, the mess will be entitled to half the allowance, to cover the expenses incurred in making the necessary preparations. No deduction is to be made from the allowance for the time passengers may land at intermediate places for their own pleasure.

6. When any official is ordered a passage, the officer commanding the vessel will inform such passenger of the rate authorized for his entertainment, and arrange for payment of the amount before the passenger leaves the ship, if possible, or, upon his certificate, by the Indian Government treasury at the port of disembarkation, or at the nearest chief port, as the case may be.

7. Should the passenger not be satisfied with the statement of the commander of the vessel as to the class in the scale under which he is required to pay, the matter is to be at once referred to the authority ordering the passage. In the event of the latter officer agreeing with the passenger, the rate specified by the commander of the vessel should be paid and the circumstances reported to the Government of India in the Marine Department.

8. Civil and Military officers will be liable to deduction for messing under existing rules.

ALLEN JOHNSON, *Colonel,*
Secy. to the Govt. of India.

CIVIL TRAVELLING ALLOWANCE CODE.

INDEX.

	Section.	Rule.	Page.
ABOLITION OF APPOINTMENT. Officer thrown out of employment by—may be granted travelling allowance on re-appointment	18	...	9
ACCOUNTANT-GENERAL. Objections by—to tour charges of Local Government, how dealt with	34	2	20
Copy of order of transfer to be sent to—	39	...	22
To accept countersigned bill without enforcing departmental rules	67	5	37
To report improper concession of cost of special means of conveyance	65	1	34
(*See* HILL SANITARIUM.)			
ACTUAL TRAVELLING EXPENSES defined (*see* SURVEY OF INDIA)	3 (*e*)	...	2
ADDITIONAL JUDGE, Twenty-four Pergunnas. Clerk of—when entitled to conveyance hire	27	Excep. (4)	13
AGENCY TRACTS OF NORTHERN CIRCARS. Double daily allowance admissible in—	66	1	35
AGENT, GOVERNOR GENERAL (*see* RESIDENT).			
AGRICULTURAL EXHIBITION (*see* POLICE OFFICER).			
ANAIMALAI HILLS (*see* EXPENSIVE LOCALITIES).			
ANCIENT MONUMENTS (*see* CURATOR OF ANCIENT MONUMENTS).			
APPLICATION OF CODE	1	...	1
ARCHÆOLOGICAL SURVEY. Officers of—not liable to limit of ten days for halts	29	Excep. (3)	35
ARMOURER (*see* DISTRICT ARMOURER).			
ASSAM. Special rates of travelling allowance for journeys in— (*see* BOAT SURVEY OF INDIA)	66	1	35
ASSISTANT COLLECTOR (*see* FOREST SETTLEMENT OFFICER).			
District Superintendent. Officer holding charge of office of—entitled to travelling allowance as—	10	Excep. (1)	6
(*See* POLICE OFFICER.)			
ASSISTANT INSPECTOR OF SCHOOLS, Bengal. Special mileage allowance of—for journey on tour	64	Excep. (6)	34
ASSISTANT SUPERINTENDENT OF POST OFFICE included in second class	4 (*b*)	...	4

Index.

	Section.	Rule.	Page.
ASSISTANT SURGEON included in second class	4 (*b*)	...	4
entitled to travelling allowance for journey to attend examination for promotion	42	...	23
BAGDAD. Special rates for jemadar and cavasses of Political Officer at—	66	5	36
BELUCHISTAN. Officers in—exempted from ten days' halt rule	29	Excep. 1 (*a*)	15
BENGAL PILOTS granted outfit allowance	15	2	8
free passage to India	15 (*b*)	...	8
BHADRACHELLAM (*see* HILL TRACTS; TALUQ OFFICIALS).			
BISHOP. Outfit allowance of—	15 (*a*)	...	8
Visitation allowances of—	35	...	20
Entitled to actual expenses for journeys by sea	35	...	20
Order of—to accompany chaplain's bills	67	Excep. (1)	36
BISSESUR NATH BANERJI included in first class	4	Excep.	4
BOAT. Travelling by—(*see* Road).			
Ministerial officer entitled to actual expenses when travelling by—	31	Excep. (1)	17
Special rate of mileage—for travelling by in Assam	64	Excep. (5)	34
BOMBAY includes Sind	3 (*i*)	...	3
BRITISH GIRASEA'S AGENT, BARODA, exempted from ten days' halt rule	29	Excep. (1)	15
BURMA. Special rates of travelling allowance for journeys in—	66	1	35
CAMP EQUIPAGE defined	3 (*m*)	...	3
Allowances when admissible for period intervening between departure or arrival of officer and of his—	26	4	13
Officers obliged to keep up—at head quarters may be granted actual expense	26	...	12
CAMP EQUIPMENT defined	3 (*l*)	...	3
Carriage of—included in actual expenses	3 (*e*)	...	2
Carriage of, at Government expense—by rail or steamer	13	...	7
Local Government empowered to restrict amount of—	13	1	7
Limit of—for Survey officers	31	Excep. (7)	18
CANAL. Travelling by—included in road travelling	3 (*h*)	...	3
CANAL ZILLADAR. Special daily allowance of—	30	Excep. (5)	17
CANARA. Special rate of daily allowance for subordinates in—	30	Excep. (4)	17
CARRIAGE (*see* SURVEY OF INDIA).			
CAVASSES (*see* BAGDAD).			
CERTIFICATE (*see* FORM E CERTIFICATE).			
CHAPLAIN includes Minister not in Government service	3 (*j*)	...	3
Included in 1st class	4 (*a*)	...	3
Granted free passage to India	15 (*b*)	...	8
Bills of—how supported	67	Excep. (1)	36
Not entitled to travelling allowance for proceeding to solemnize a marriage	21	2	10

Index.

	Section.	Rule.	Page.
CHARGE OF CURRENT DUTIES. Officer holding—not entitled to travelling allowance attached to office except under orders of Local Government (but *see* ASSISTANT DISTRICT SUPERINTENDENT)	10	...	6
CHIEF COMMISSIONER, ASSAM, empowered to grant boat allowance to Sub-Inspectors of Schools in river districts	28	3	14
Special rule regarding rail journeys of—	54	Excep. (2)	28
CHIEF JUSTICE (*see* HIGH COURT).			
CHITTAGONG HILL TRACTS. Special rate for travelling in—	66	1	35
CHUPPRASSEE (*see* MENIAL SERVANT; MESSENGER; PEON).			
CIRCLE OF JURISDICTION. Travelling allowance admissible for journey beyond—under proper authority	21	...	9
Travelling allowance admissible for journey beyond—even to officers to whom ordinarily allowances are not admissible	21	3	10
List of officers not entitled to travelling allowance for journeys within—	21	Excep. (1)	10
Officer in receipt of permanent allowance entitled to exchange it for ordinary allowances for journey beyond	24	3	11
CLASSIFICATION of officers for purposes of Code	4	...	3
COACHMAN. Presents to—not included in actual expenses	3 (*e*)	...	2
COIMBATORE (*see* Hill Tracts).			
COMMISSIONED OFFICERS included in 1st class	4 (*a*)	...	3
COMMISSIONER OF DIVISION, Bengal, empowered to grant boat allowance to Sub-Inspector of Schools in river district	28	3	14
CONTROLLING OFFICER. Local Government may declare who is to be—	67	1	36
May be empowered to sanction charges for carriage of horses and tents	13	1	7
Menial servants of—(*see* MENIAL SERVANT).			
To check abuse of rule regarding journeys to obtain medical advice	44	3	24
Countersignature of—when required to travelling allowance bills	65 & 67	...	34 & 36
Duties of—in respect of bills presented for countersignature	67	2 & 3	36
CONVEYANCE. Carriage of—not allowed at public expense	3 (*e*)	...	2
(*See* PUBLIC CONVEYANCE.) Hire of—(*see* MESSENGER; ADDITIONAL JUDGE; COLLECTOR OF CALCUTTA; FINANCIAL DEPARTMENT).			
CONVEYANCE ALLOWANCE. Permanent—granted to officers who have a large amount of travelling at or near headquarters	28	...	14
Drawn like salary all the year	28	...	14
In addition to other travelling allowances	28	...	14
Rates of—and names of officers entitled to—	Schedule E	...	48-51
Government of India alone can grant—	28	1	14

Index.

	Section.	Rule	Page.
CONVEYANCE ALLOWANCE—*continued.*			
Admissible on certain conditions to schoolmasters in Sind	28	5	14
Local Government may grant—to Public Works sub-ordinates	28	6	14
Temporary—may be granted by Commissioner of Division in Bengal or Chief Commissioner in Assam to Sub-Inspector of Schools	28	3	14
Daily—(*see* OPIUM DEPARTMENT; PRESIDENCY TOWN).			
COORG. Special rates of travelling allowances for journeys in—	66	1	35
COURT MARTIAL (*see* WITNESS).			
COURT OF JUSTICE (*see* WITNESS).			
COVENANTED CIVIL SERVANT included in 1st class	4 (*a*)	...	3
Entitled to travelling allowance for examination for reward for proficiency in Oriental language (*see* PERMANENT MONTHLY ALLOWANCE)	41	...	23
CURATOR OF ANCIENT MONUMENTS. Establishment of—not liable to limit of ten days for halts	29	Excep. 4	15
CURRENT DUTIES (*see* CHARGE OF CURRENT DUTIES).			
CUSTOMS AND SALT DEPARTMENT, BOMBAY. Officers of—entitled to boats without deduction of travelling allowance	11	Excep.	6
DAILY ALLOWANCE. Nature of—and when drawn	26	...	12
Rates of—for various classes, &c.	30 and Schedule F.	...	16 & 51-55
for officer paid by fees or engaged for special services	4	1	4
When and subject to what conditions may be exchanged for ordinary allowances	31	...	17
Drawn in addition to ordinary allowances	32	...	19
Not to be drawn during halt to obtain medical advice	44	4	24
DÂK BUNGALOWS. Charges for—not included in actual travelling expenses	3 (*e*)	...	2
DÂK CARRIAGES come within meaning of public conveyance	3 (*d*)	Note.	2
DARJEELING. Special rates for district officers in—	66	1	35
DAY defined	3 (*k*)	...	3
DEBIT of travelling allowance in accounts	68	...	37
DEFINITIONS	3	...	2
DEPARTMENTAL EXAMINATION (*see* EXAMINATION).			
DEPUTY COLLECTOR, Madras, entitled to conveyance allowance	28	Excep. 7	15
DEPUTY INSPECTOR OF SCHOOLS, Madras, entitled to mileage for travelling in expensive localities	66	4	36
DIRECTOR GENERAL OF TELEGRAPHS. Travelling allowance of—for rail journeys	31	Excep. 3	18
(*see* also TELEGRAPH DEPARTMENT).			
DISMISSAL (*see* PORT BLAIR).			
DISTANCES. Calculation of—	7	...	5
DISTILLERY DAROGHAS, Bombay, exempted from five-mile rule	27	Excep. 6	14

Index.

	Section.	Rule.	Page.
DISTRICT ARMOURER in Madras entitled to tour allowances .	Schedule B	23	41
DISTRICT SUPERINTENDENT. Officer placed in charge of duties of—entitled to travelling allowance as— (*see* POLICE OFFICER)	10	Excep. 1	6
DOCKYARDS (*see* MARINE OFFICERS).			
DURBAR (*see* POLICE OFFICER).			
ECCLESIASTICAL DEPARTMENT (*see* CHAPLAIN; BISHOP).			
EDUCATIONAL DEPARTMENT. Officers of—granted free passage to India (*see* DEPUTY INSPECTOR OF SCHOOLS; SUB-INSPECTOR OF SCHOOLS.	15 (*b*)	...	8
ELEPHANTS (*see* GOVERNMENT ELEPHANTS).			
EUROPEAN WARDER when entitled to travelling allowance for joining an appointment	14	Excep. 1	7
EXAMINATION. Title to travelling allowance for attendance at—	40—42	...	22 & 23
Travelling allowance for attendance at—how debited .	67	Excep.	27
EXAMINATION LEAVE. Special rules regarding transfer before or during—	37	3 & 4	21
EXCISE DAROGHA, Central Provinces. Permanent travelling allowance of—	Schedule D	97	47
granted railway fare in addition to permanent allowance .	24	Excep. 2	11
EXHIBITION (*see* AGRICULTURAL EXHIBITION).			
EXPENSIVE LOCALITIES. Special rates of travelling allowance admissible for—	66	...	34
Detailed	66	1—3	35
Taluk officials and Deputy Inspectors of Schools, Madras, entitled to special rates for travelling in—(*see* also CANARA; MALABAR; SIND)	66	3 & 4	35 & 36
FAIR (*see* POLICE OFFICER).			
FAMILY. Travelling allowance when granted to meet travelling expenses of—	6	1	5
(*See* MEDICAL OFFICER.)			
FEES. Class and daily allowance of officer paid by— . .	4	1	4
FERRY TOLLS (*see* TOLLS).			
Charges for—payable by Government for journey within five-mile limit	27	Excep. 2	13
FINANCIAL DEPARTMENT. Certain officers of—entitled to conveyance hire for visiting reserve treasury . .	27	Excep. 5	13
FIVE-MILE LIMIT (*see* HEAD-QUARTERS; CONVEYANCE ALLOWANCE).			
FOREST DEPARTMENT. Officers of—granted free passage to India	15 (*b*)	...	8
Subordinates of—when not entitled to tour allowance .	Schedule B	Entry 11	40
Officers of—may draw travelling allowance for halts in excess of ten days	29	Excep. 1 (*b*)	15
Subordinates of—entitled to enhanced daily allowance .	30	Excep. 2	16

Index.

	Section.	Rule.	Page.
FOREST DEPARTMENT—*continued.*			
Menials of—may be granted travelling allowance on transfer	38	1	22
Permanent rates of travelling allowance may be granted to employés in—	25	2	12
FOREST SETTLEMENT OFFICER. Permanent allowance of Asistant Collector in Bombay when acting as—	9	1	6
FORM E CERTIFICATE. Rules regarding use of	56	...	28
Form of—	56	3	29
FREE PASS (*see* RAILWAY).			
FREE PASSAGE to India when granted by Secretary of State to officer on appointment	15 (*b*)	...	8
On recall from leave	39	1	26
FRONTIER LANGUAGE. Examination in—(*see* EXAMINATION)			
GANJAM (*see* HILL TRACTS).			
GENERAL DUTY KARKUNS. Exempted from five-mile rule	27	Excep. 16	14
GEOLOGICAL SURVEY, officers of—. Special rules for—when travelling to or from the field	31	Excep. 8	19
GODAVERY (*see* NORTHERN CIRCARS).			
GOVERNMENT ELEPHANTS. Fixed charge may be levied for use of—	11	1	6
GOVERNMENT PLEADER (*see* SPECIFIC SERVICES).			
GOVERNOR. Outfit allowances of—	15 (*a*)	...	8
When entitled to actual travelling expenses for joining appointment	15	1	8
Tour expenses of—and of his household and personal staff (*see* RETIREMENT)	34	...	20
GOVERNOR GENERAL. Outfit allowance of—	15 (*a*)	...	8
Tour expenses of—, his household and personal staff	33	...	80
HALTS. Daily allowance when admissible for—			
Away from head-quarters	26	...	12
At head-quarters	26	1	12
Within five miles of head-quarters	27	1	14
Of what duration	29	...	15
HEAD OF DEPARTMENT when not included in Local Government may be empowered—	3 (*b*)	...	2
To sanction charges for carriage of horses and tents	13	1	7
To sanction daily allowances being drawn in addition to ordinary allowances	32	1	20
HEADQUARTERS. Local Government empowered to determine—	26	2	13
Period of absence from—how reckoned	26	3	13
Halts at or away from—(*see* CAMP EQUIPAGE; HALTS).			
Travelling allowance not admissible for journeys of less than 5 miles from—	27	...	13
Halts within five miles of—(*see* HALTS; CONVEYANCE ALLOWANCE).			
HIGH COURT. Outfit allowances of Chief Justice or Judge of—	15 (*a*)	...	8
Judge of—. Special allowances of—			
For journeys by rail—	54	Excep. 3	28
For journeys by road	63	Excep. 1	33

Index.

	Section.	Rule.	Page.
HIGH PROFICIENCY. Examination for reward for—(*see* COVENANTED CIVIL SERVANT).			
HILL SANITARIUM. Rules for officers and establishments moving with Government to—not affected by Code	36	...	20
detailed	App. B.		
Travelling allowance not admissible to officer moving to—for his own convenience	36	2	20
Rules regarding travelling allowance of Accountant General permitted to conduct duties at—	86	3	21
HILL TRACTS, MADRAS. Special rates for travelling in—	66	1,13,4	35
HORSE ALLOWANCE (*see* CONVEYANCE ALLOWANCE; MILITARY OFFICERS).			
HORSE BREEDING DEPARTMENT. Travelling allowance of officers of—how debited	68	Excep. 2	37
HORSES. Charges for carriage of — payable by Government —			
By steamer or railway	13	...	7
By separate vessel in Burma	13	2	7
HOTELS. Charges for—not included in actual travelling expenses	3 (*e*)	...	2
HOUSEHOLD (*see* GOVERNOR; GOVERNOR GENERAL; LIEUTENANT-GOVERNOR).			
INDIAN GOVERNMENT VESSEL. Special rules regarding messing, &c., of—	61	...	32
Officer travelling on duty bound to travel in—if suitable accommodation offered	61	2	32
INDIAN MARINE (*see* MARINE OFFICERS).			
INDO-EUROPEAN TELEGRAPH (*see* PERSIAN GULF; PERSIAN TELEGRAPH DIVISION).			
INFERIOR SERVICE. Officers in—included in 4th class	4 (*d*)	...	4
INSPECTING OFFICER. Local Government may delegate to—power of sanctioning payment of charges for carriage of horses and tents	13	1	7
Menial servants of—(*see* MENIAL SERVANTS).			
INSPECTOR OF LOCAL ACCOUNT OFFICES exempted from ten days' halt rule	29	Excep. 1 (*f*)	15
INSPECTOR OF POLICE when entitled to tour allowances	B.	23	41
JAIL (*see* EUROPEAN, WARDER).			
Menials of—may be granted travelling allowance on transfer	38	1	22
JEMADAR (*see* BAGDAD).			
JOINING APPOINTMENT. Travelling allowance when admissible for—	14 to 19	...	8 & 9
At what rate admissible for—	20	...	9
JOINING TIME. Special rule regarding transfer or leave during—	37	5 & 6	21 & 22
Permanent travelling allowance not to be drawn during—	24	4	12
JOURNEY. Length of—(*see* ROUTE).			
JUDGE (*see* HIGH COURT).			
JUDICIAL COMMISSIONER, Central Provinces, not entitled to travelling allowance for tours	21	Excep. 3	10

Index.

	Section.	Rule.	Page.
KANOONGOES in Bengal and Assam entitled to travelling allowance on tour only when daily journey exceeds 15 miles	Schedule B.	Entry 5	39
KARKUNS (*see* GENERAL DUTY KARKUNS).			
KASHMIR. Special rates for travelling in—	66	1	35
KOLLEGAL TALUK (*see* EXPENSIVE LOCALITIES).			
LACCADIVES. Establishments accompanying revenue officers to—may draw travelling allowance for halts in excess of ten days	29	1 (*d*)	15
Entitled to special rates of increase	66	2	35
LEAVE. Permanent monthly allowance not to be drawn during—			
Officer proceeding on—or travelling during—. Travelling allowance when admissible to—	46 to 50	...	25 & 26
Travelling allowance when admissible on recall from—	49	...	26
(*see* EXAMINATION LEAVE; PRIVILEGE LEAVE; JOINING TIME).	24	2	11
LIEUTENANT-GOVERNOR when entitled to travelling expenses for joining appointment	15	1	8
Tour expenses of—and of his household and personal staff (*see* RETIREMENT)	34	...	20
LOCAL FUND. Officers paid from—not subject to Code	1	1	1
not to receive travelling allowance in excess of that admissible under Code	1	1	1
Special rule for travelling allowance when conveyance is supplied at the expense of—	11	...	6
Defined	3 (*b*)	...	2
LOCAL GOVERNMENT empowered to—			
Revive provisionally previous special or local orders	2	...	1
Declare class and daily allowance of officer engaged for specific services or paid by fees	4	1	4
Declare class of officer on special duty	4	2	4
Decide routes to be adopted	7	1	5
Permit other than shortest route to be taken	7	3	5
Determine point in station from which distance to be calculated	7	2	5
Grant travelling allowance to officer holding charge of duties of appointment	10	...	6
Sanction payment of carriage of horses and camp equipment under certain conditions	13	...	7
Delegate power of sanction subject to limitations to heads of departments, &c.	13	1	7
Grant travelling allowance to Normal School student	17	1	9
Grant travelling allowance to pensioner or officer thrown out of employment on re-appointment	18	...	9
Grant free passage to person joining appointment which cannot be joined otherwise than by sea	19	...	9
Permit officer in receipt of permanent monthly allowance to exchange it under certain conditions for ordinary allowances	24	1	11
Permit daily allowance to be drawn for halts at head-quarters under certain conditions	26	1 to 4	12 & 13
Determine head-quarters of any officer	26	2	13

Index.

	Section.	Rule.	Page.
LOCAL GOVERNMENT empowered to—*continued.*			
Grant daily conveyance allowance to officer summoned on duty to presidency town or Rangoon	28	4	4
Grant monthly conveyance allowance to Public Works subordinates	28	6	14
Exempt officers from forfeiture of daily allowance for halts of more than ten days	29	...	15
Pass full or half allowances to settlement officers halting in excess of ten days	29	Excep. 5	16
Sanction daily allowances being drawn in addition to ordinary allowances, and to delegate such power to Head of Department	32	1	19
Grant travelling allowance to officer transferred for misconduct	37	2	21
Grant travelling allowance to menial officer on transfer	38	...	22
Grant travelling allowance for non-obligatory departmental examinations	40	1	23
Disallow travelling allowance for certain examinations	40	2 & 3	23
Except officers from general rate of increase in special localities	66	Prov. III	35
Appoint controlling officer for any department	67	1	36
Lay down subsidiary rules for guidance of controlling officers	67	3	36
LOCOMOTION. Officer provided with means of—entitled to what travelling allowance	11	...	6
LUCKNOW. Secretariat establishment, &c., North-Western Provinces, exempted from ten days' rule for halt at —	29	Excep. 1 (*g*)	15
LUGGAGE (*see* PERSONAL LUGGAGE).			
MALABAR. Special rates of daily allowance for Subordinates in—(*see* HILL TRACTS)	30	Excep. (4)	17
MARINE OFFICERS holding appointments afloat or in dockyards not subject to Code	1	...	1
Rules applying to travelling allowance	App. (A).	...	55
MARRIAGE (*see* CHAPLAIN).			
MAIL TRAIN (*see* RAILWAY).			
MEDICAL ADVICE. Travelling allowance for journey to obtain—	44	...	24
MEDICAL OFFICERS entitled to travelling allowance for joining appointment	17	...	9
Not entitled to travelling allowance for attending the family of a public officer	21	2	10
MEDICAL SUBORDINATES, military, entitled to travelling allowance for attending examinations	42	...	23
When entitled to travelling allowance for proceeding on sick leave	47	...	25
MEMBER OF COUNCIL (*see* ORDINARY MEMBER OF COUNCIL).			

Index.

	Section.	Rule.	Page.
MENIAL SERVANT included in term "ministerial officer"	3 (*g*)	...	3
Accompanying Inspecting or Controlling Officer. Minimum rate of daily allowance for—	28	Excep. (6)	17
May draw daily allowance in addition to railway fare	31	Excep. (9)	19
Not ordinarily entitled to travelling allowance on transfer except in Police Department	38	...	22
See INFERIOR SERVICE; MINISTERIAL OFFICER; PEONS).			
MESSENGER. Conveyance hire of Ministerial Officer when despatched as—on business	27	Excep. (3)	13
MESSING ALLOWANCE when amissible for journeys by sea	60	...	31
MILE. Fractions of—to be omitted in calculating mileage	64	...	34
MILEAGE. When—may be taken in exchange for daily allowance	31	...	17
Rates of—and rules regarding calculation of—	63 & 64	...	33 & 34
Not to be increased beyond one rupee in expensive localities	66	...	35
MILITARY OFFICERS entitled to travelling allowance on transfer to Civil Department	37	1	21
Special rule regarding—when travelling by railway	56	1	28
when drawing military horse allowance	12	...	6
When entitled to travelling allowance on proceeding on sick leave	46 & 47	...	26 & 27
Entitled to travelling allowance for journey to attend examination for High Proficiency	41	...	23
(*see* COMMISSIONED OFFICERS; NON-COMMISSIONED OFFICERS; WARRANT OFFICERS; MEDICAL SUBORDINATES).			
MINISTER (*see* CHAPLAIN).			
MINISTERIAL OFFICER includes menial servant	3 (*g*)	...	3
Certificate to be sent to Accountant General on transfer of—	39	1	22
When entitled to exchange daily allowance for mileage	31	Excep. (1)	17
Entitled for journeys by road only to actual expenses not exceeding maximum	63	...	33
(*see* MESSENGER).			
MISCONDUCT. Officer transferred for—not entitled to travelling allowance	37	...	21
May be granted travelling allowance by Local Government	37	2	21
NATIVE CIVIL SERVANTS included in first class	4 (*a*)	...	3
NEPAL. Special rates for travelling in —	66	1	35
NICOBARS (*see* PORT BLAIR).			
NILGIRIS. Special rates for travelling in —	66	1	35

Index.

	Section.	Rule.	Page.
NORMAL SCHOOL. Travelling allowance when admissible to student in —	17	1	9
NORTHERN CIRCARS (*see* AGENCY TRACTS OF NORTHERN CIRCARS).			
NORTHERN INDIA SALT DEPARTMENT. Menials of — entitled to travelling allowance on transfer	38	Excep. (2)	22
OPIUM DEPARTMENT. Officer of — entitled to daily conveyance allowance when unloading opium at Calcutta or Howrah	28	2	14
Exempted from ten days' limit for halts	29	Excep. (6)	16
ORDINARY MEMBER OF COUNCIL of Governor General. Outfit allowance of —	15 (*a*)	...	8
Not entitled to travelling allowance for journeys on duty otherwise than by rail	21	Excep. (2)	10
Entitled to reserved carriage, &c., for journeys by rail	54	Excep. (1)	28
Of Governor not entitled to daily allowance when on tour	30	Excep. (1)	16
OUTFIT ALLOWANCE granted to certain high officers	15 (*a*)	...	8
OVERSEER in Public Works Department. Daily allowance of —	30	Excep. (5)	17
Special mileage of —	64	Excep (7)	34
PALANQUIN when included in public conveyance	3 (*d*)	Note	2
PENSIONER may be granted travelling allowance on re-employment	18	...	9
PEONS in district offices not entitled to travelling allowance (*see* MESSENGER).	B	21	40
PERMANENT MONTHLY ALLOWANCE. Nature of —	24	...	11
Rule regarding — in case of plural appointments	9	...	5
Drawn like salary all the year	24	...	11
Not drawn during absence on leave or joining time	24	2	11
When exchangeable for other allowances	24	1 & 3	11
May be drawn in lieu of any other allowances admissible under the Code	24	4	12
Of covenanted civilians exempt from 4 per cent. annuity deduction	24	5	12
Rates of — general	D	...	43—48
For forest officers	25	2	12
Can be granted only by Government of India	25	1	12
Certificate to be furnished by Military Officer drawing —	56	4	29
Bill for — need not be countersigned	67	...	36
PERSIAN Gulf. Political officers in — may draw travelling allowance for halts in excess of ten days	29	Excep. 1 (*c*)	15
Telegraph officers entitled to enhanced daily allowance	30	Excep. (2)	17

Index.

	Section.	Rule.	Page.
PERSIAN TELEGRAPH DIVISION. Special rates for officers of—when travelling by road	63	Excep. (4)	33
PERSONAL LUGGAGE. Cost of carriage of—included in actual expenses	3 (*e*)	...	2
How much to be carried by sea at Government expense	58	1	30
PERSONAL STAFF (*see* GOVERNOR; GOVERNOR GENERAL; LIEUTENANT-GOVERNOR).			
PILOTS (*see* BENGAL PILOTS).			
PLURAL APPOINTMENTS. Rates of travelling allowance in case of—	9	...	5
POLICE OFFICERS. Subordinate—not entitled to travelling allowance for ordinary tours	Schedule B	Entry 23	41
Not entitled to travelling allowance, but only to conveyance of baggage on transfer to station in same district	37	Excep.	21
Entitled to actual expenses of carriage of baggage when employed on escort duty	Schedule B	Entry 23	41
Not entitled to travelling allowance for journey of less than 20 miles from head-quarters	27	Excep. (1)	13
Halting at fair, durbar, or agricultural exhibition may draw full allowance for whole period of halt	29	2	15
(*See* ASSISTANT DISTRICT SUPERINTENDENT; DISTRICT SUPERINTENDENT; RAILWAY POLICE; DISTRICT ARMOURER; MENIAL SERVANT).			
POONA included among hill sanitaria	36	...	20
PORT BLAIR. Subordinates at—. Travelling allowance when admissible to—For family, on joining appointment	19	1	9
For proceeding on leave	48	...	26
On retirement or dismissal	52	...	27
PORT OFFICERS, senior and junior, defined	3 (*b*)	...	2
Junior, in Madras, entitled to special mileage	63	Excep. (2)	33
POST OFFICE. Director General may grant travelling allowance for joining appointment in—	14	Excep. (2)	7
Inspector. Special rule for travelling by rail of—	31	Excep. (6)	18
Officers of—. Special rule for exchange of daily allowance by—	31	Excep. (4)	18
May sometimes draw daily in addition to other allowances	31	2	19
Special allowance of—when travelling by postal conveyance	63	Excep. (3)	33
(*See* ASSISTANT SUPERINTENDENT; PROBATIONARY SUPERINTENDENT; RAILWAY MAIL SERVICE; SUPERINTENDENT, MAIL CARTS).			
PRESIDENCY. Officers held to be attached to what—	16	1	9

Index.

	Section.	Rule.	Page.
PRESIDENCY TOWN. Local Government may grant daily conveyance allowance to officer summoned on duty to —	28	4	14
PREVIOUS ORDERS superseded	2	...	1
Provisional revival of—by Local Government	2	...	1
PRIVILEGE LEAVE. Special rules regarding transfer before or during—	37	3 & 4	21
Officer recalled from—not entitled to travelling allowance	49	...	26
PROBATIONARY SUPERINTENDENT OF POST OFFICE included in second class	4 (*b*)	...	4
PUBLIC CONVEYANCE defined	3 (*d*)	...	2
Officer in receipt of permanent monthly allowance when entitled to draw ordinary allowance for journeys by—	24	1	11
Ministerial Officer entitled to actual expenses when travelling by—	31	Excep. (1)	17
Survey Officer entitled to mileage or actual expenses when travelling by—	31	Excep. (7)	18
PUBLIC WORKS DEPARTMENT. Officers of—when entitled to travelling allowance for joining appointment	15 & 17	...	8 & 9
Subordinates may be granted conveyance allowance	28	6	14
Officers of—. Special rule for exchange of daily allowance of—	31	Excep. (4)	18
When holding special or Secretariat appointments, entitled to travelling allowance of rank (*See* OVERSEER ; SURVEY.)	30	1	17
Special rule for—when travelling on unopened line of railway	57	...	30
Unopened line—. Special rule for journeys of Public Works Officers by trolly, material train, or engine on—	57	...	30
RAILWAY. Actual fare payable by Government for journey by—within five miles of head-quarters	27	Excep. (2)	13
Officers connected with—entitled only to daily allowance for days of absence	31	Excep. (2)	17
Journeys by—. Scale of accommodation for—	53	...	27
Rates of allowance for—	54	...	27
Special rule regarding officers travelling with free pass by—	55	...	28
Military Officers travelling by—	56	...	28
Includes steam-tramway	3 (*c*)	...	2
(*See* PUBLIC CONVEYANCE; HORSES ; TENTS ; MENIAL SERVANT ; MINISTERIAL OFFICER ; RETIREMENT.)			
RAILWAY MAGISTRATE. Special rule regarding—when travelling by rail	24	Excep. (1)	11
RAILWAY MAIL SERVICE. Officers of—entitled only to daily allowance for journeys by rail	31	Excep. (5)	18

Index.

	Section.	Rule.	Page.
RAILWAY POLICE entitled to tour allowance	Schedule B	Entry 23	41
RAJPUTANA, Special length of halt at head-quarters in, for which travelling allowance is admissible	26	1	12
RANGOON (*see* RECORDER OF RANGOON).			
RECORDER OF RANGOON. Outfit allowance of—	15 (*a*)	...	8
REDUCTION OF ESTABLISHMENT. Officer thrown out of employment by—entitled to travelling allowance on re-appointment	18	...	9
REFRESHMENTS. Charges for—not included in actual travelling expenses	3 *e*)	...	2
REGISTRATION DEPARTMENT (*see* RURAL SUB-REGISTRARS).			
RESERVE TREASURY (*see* FINANCIAL DEPARTMENT).			
RESIDENT, FIRST CLASS. Special rule for railway journeys of—	54	Excep. (2)	28
RETIREMENT. Travelling expenses for journeys by rail admissible to Governor or Lieutenant-Governor on—(*see* PORT BLAIR)	51	...	26
REVENUE SURVEY, Madras. Subordinate officers of—not entitled to travelling allowance for ordinary tours	B	8	39
Entitled to travelling allowance for topographical or special surveys	B	8	39
RIVER. Travelling by—(*see* RIVER STEAMER; ROAD).			
RIVER STEAMER. Rules regarding travelling by sea applicable to—	60 & 62	...	31 & 32
ROAD. Rules for travelling by—applicable to travelling by boat, &c., on a river	3 (*k*)	...	3
Rates of travelling allowance for journeys by—	63	...	32
ROUTE. Which to be adopted for purposes of calculating travelling allowance	7	...	5
Local Government empowered to decide shortest— permit other than shortest to be taken	7	...	5
	7	3	5
(*See* SEA.)			
RURAL SUB-REGISTRARS in Bengal not entitled to tour allowance	Schedule B	Entry 15	40
SALT DEPARTMENT. Assistant Collector, Kharaghora, not entitled to travelling allowance for journeys on tour	B	1	38
(*See* CUSTOMS AND SALT DEPARTMENT).			
SANITARY COMMISSIONER, Madras. Special allowance of travelling clerk of—	30	Excep. (7)	17
SATYAMANGALAM TALUK (*see* EXPENSIVE LOCALITIES).			
SCHOOLMASTER in Sind. Grant of monthly conveyance allowance to—	28	5	14
SEA. Travelling allowance admissible for appointment which can be joined only by—(*see* BISHOP)	19	...	9
Rates of travelling allowance for journeys by—	58—61	...	30—32
Carriage of families of certain officers by—at Government expense	59	...	31
Travelling allowance how calculated for journey by—when other route is taken	60	2	32

Index.

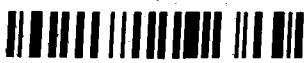
	Section.	Rule.	Page.
SECRETARY OF STATE. Officers appointed by—Outfit allowance, &c., of—	15	...	8
When entitled to travelling allowance for joining appointment	16	...	8
SERVANTS. Cost of carriage of—included in actual expenses	3 (*e*)	...	2
How many—to be carried by sea at Government expense	58	...	30
How many—to be carried by survey officers at Government expense	31	Excep (7)	18
SETTLEMENT OFFICER (*see* FOREST SETTLEMENT OFFICER).			
May be exempted from ten days' halt rule	29	Excep. (5)	16
SICKNESS (*see* MEDICAL ADVICE).			
SIMLA. Special rates of travelling allowance for district officers in—	66	1	35
SIND. Officers in—may draw travelling allowance for halts in excess of ten days' duration at head-quarters	26	1	12
away from head-quarters	29	Excep. 1 (*a*)	15
(*See* SCHOOLMASTER.)			
Special rate of daily allowance for subordinates in—	30	3	17
SONTHAL PERGUNNAHS. Special rates of travelling allowance for journeys in—	66	1	35
SPECIAL DUTY. Officer on—how classified	4	2	4
Journeys on—(*see* TOUR).			
SPECIAL RATES may be granted for travelling in expensive localities (*see* also CANARA; MALABAR; SIND)	66	...	34
SPECIFIC SERVICES. Officer paid for—how classified	4	1	4
STAR OF INDIA. Travelling allowance for attendance at Chapter of—	43	...	24
STATE RAILWAY. Train staff or running establishment of—not entitled to tour allowance	Schedule B	Entry 9	40
Officers connected with—(*see* RAILWAY).			
STATIONS. Distance between—(*see* ROUTE).			
STEAM TRAMWAY—(*see* RAILWAY).			
STEAMER (*see* PUBLIC CONVEYANCE; INDIAN GOVERNMENT VESSEL; HORSES; TENTS; RIVER STEAMER; SEA).			
STORES. Charges for carriage of—not included in actual travelling expenses	3 (*e*)	...	2
SUB-DEPUTY COLLECTORS included in 2nd class	4 (*b*)	...	4
Entitled to travelling allowance on tour only when daily journey exceeds 15 miles, &c.	Schedule B	Entry 5	39
SUB-INSPECTOR OF SCHOOLS. Grant of boat allowance to—	28	3	14
SUNDARBANS. Special rate of travelling allowance for journeys in—	66	1	35
SUPERINTENDENT OF MAIL CARTS not entitled to mileage for journeys by mail cart	31	Excep. (5)	18
SURVEY. Officers of Public Works Department in charge of—exempted from ten days' rule	29	Excep. 1 (*h*)	15

Index.

	Section.	Rule.	Page.
SURVEY OF INDIA. Officers of—when entitled to travelling allowance for joining appointment	17	...	9
Not limited to ten days' halts	29	3	15
When entitled to exchange ordinary allowances for actual expenses of mileage	31	Excep. (7)	18
Entitled to allowances of Deputy Superintendent, when in charge of a party	10	2	6
Subordinates of—in Assam and British Burma entitled to travelling allowance to Calcutta on recess	50	...	26
TABLE MONEY. Amount payable as—by officer of 1st class	60 (*a*)	...	31
to officer of 2nd class	60 (*b*)	...	
(*See* INDIAN GOVERNMENT VESSEL.)			
TAHSILDARS elsewhere than in Bengal not entitled to travelling allowance for journeys on tour	Schedule. B	Entry 6	39
Exempted from ten days' rule by order of Director General	29	Excep. (3)	15
TALUK OFFICIALS in Madras when not entitled to travelling allowance for journeys on tour	B	7	39
Entitled to travelling allowance in special tracts	66	3	35
TECHNICAL SKILL. Travelling allowance may be granted to person joining appointment requiring—	17	...	9
TELEGRAPH DEPARTMENT. Officers of—granted free passage to India	15 (*b*)	...	8
When entitled to travelling allowance for joining appointment	17	...	9
Special rule regarding exchange of daily allowance by—	31	Excep. (4)	18
(*See* PERSIAN GULF; PERSIAN TELEGRAPH DIVISION).			
TEMPORARY SERVANT entitled to travelling allowance under rules applicable to permanent officers	8	...	5
TEN DAYS' HALT RULE prescribed	29	...	15
When Local Government may dispense with—	29	1	16
TENTAGE granted to some officers required to provide tents for tours	22	1	11
TENTS. Rates of—	C	...	41 & 42
Government. Cost of carriage of—on tour how met	22	...	11
Local Government empowered to lay down scale of—to be supplied for use on tour	22	...	11
(*See* CAMP EQUIPAGE; CAMP EQUIPMENT; TENTAGE.)			
Charges for—included in actual expenses (*see* FERRY TOLLS)	3 (*e*)	...	2
TONGAS included in Public Conveyance	3 (*d*)	Note	2
TOPOGRAPHICAL SURVEY (*see* REVENUE SURVEY).			

Index.

	Section.	Rule.	Page.
TOUR. Officers generally entitled to travelling allowance for—	21	...	9
What officers not entitled to travelling allowance for—	21	Excep. 1, 2 & 3	10
Local Government may impose restrictions on frequency and duration of—	21	1	10
TRAIN (*see* RAILWAY; STATE RAILWAY).			
TRAMWAY (*see* RAILWAY).			
TRANSFER. Officer on—how classified	4	3	4
Title to travelling allowance for journeys on—	37 & 38	...	21 & 22
Copy of order of—to be sent to Accountant General	39	...	22
TRAVELLING ALLOWANCE with what object granted	6	...	5
Not to be source of profit	6	...	5
TROLLY (*see* RAILWAY).			
TURKISH ARABIA. Political officers in—may draw travelling allowance for halts in excess of ten days	29	1 (*c*)	15
Grooms attached to Agency in—entitled to special allowances	66	6	36
TWENTY-FOUR PERGUNNAHS (*see* ADDITIONAL JUDGE).			
VACCINATORS entitled to travelling allowance for journeys on tour by rail only	B	4	39
VICEROY (*see* GOVERNOR GENERAL).			
VIZAGAPATAM (*see* HILL TRACTS).			
WARDER (*see* EUROPEAN WARDER).			
WARRANT OFFICERS. Classification of—	4 (*a*) &(*b*)	...	3 & 4
WIFE (*see* FAMILY).			
WITNESS. Public officer summoned as—. Travelling allowance for attendance of—. Rate of—	43	...	23
How debited	68	Excep. 3	37
To pay to Government subsistence allowance received through Court	43	1	24
WYNAAD TALUK (*see* EXPENSIVE LOCALITIES).			


00110190

Digitized with financial assistance from

HT Parekh FOUNDATION

An Initiative by HDFC

WITH YOU, RIGHT THROUGH

on 27 November, 2018